



GRANT-MAKING POLICY

**Charities in Association with the League of St Bartholomew's Nurses
Scholarship Fund**

A registered charity in England and Wales (number 275165)

Adopted by the Charity Trustees 8.4.19

Last reviewed November 2020

1. About this policy

- 1.1 This policy applies to The League of St Bartholomew's Nurses Scholarship Fund, a charity registered in England and Wales (number 275165)
- 1.2 The charitable objects of the Charity are *'for the public benefit, advancement of the education and training of members of the League of St Bartholomew's Nurses, in particular, but without limitation, by the provision of bursaries, scholarships and grants and for the purchase of books'*.
- 1.3 The Charity is governed by the Trustees of the Charity and the Scholarship Fund Committee who have a duty, acting at all times in the best interests of the Charity, to apply the Charity's assets to advance the Objects. In line with the constitution, the Honorary Officers (Secretary and Treasurer) of the Scholarship Fund are also Trustees. Furthermore, the Honorary Officers of the Benevolent Fund and Honorary Treasurer of the General Fund are also Trustees and are ex-officio members of the Scholarship Committee. Thus Charity Trustees are present at all Scholarship Committee meetings.
- 1.4 The purpose of this policy is to set out the principles and procedures that guide the Charity Trustees and Scholarship Fund Committee when they are making grants to further the Objects. It also provides information about the Scholarship Fund's grant-making process to anyone who is applying to the Scholarship Fund for a grant. This policy should be read in conjunction with the League Procedure for Allocation of Scholarship Funds (Appendix).
- 1.5 In this policy references to persons who are "connected" with a Charity Trustee or member of the Scholarship Fund Committee mean:
- (a) a child, stepchild, grandchild, parent, brothers or sister of a Charity Trustee;
 - (b) the spouse, unmarried partner or civil partner of a Charity Trustee or of any person falling within paragraph (a) above;
 - (c) any person who is in a business partnership with a Charity Trustee or any person who is in a business partnership with any person falling within paragraph (a) or (b) above; and
 - (d) any company, business, trust or organisation in which a Charity Trustee (or any other person connected to them) has an interest as a beneficiary or through ownership, control or influence.

2. Our funding priorities

- 2.1 The Charity Trustees are keen to support activities that advance the Objects in an effective way. The Scholarship Funds were established to enable nurses to further their study in nursing. The Trustees recognise that modern nursing requires a broad range of skills and will consider applications for financial support for further study in a wide range of topic areas.
- 2.2 The Scholarship Fund welcomes applications for scholarship related to, but not limited to, the following topics:

Spiritual care
Mindfulness
Clinical care
Business studies and management
Nurse education
Developments in healthcare provision
Information Technology training and associated costs
Health and safety
Counselling & coaching
Preparation for career change/retirement

- 2.3 The Charity Trustees will not support requests for funding for staff replacement 'backfill'.
- 2.4 The Scholarship Fund will occasionally award grants that fall outside the priorities stated in this policy, provided that they are satisfied that the grant will further the Objects and is an appropriate use of the Charity's funds.
- 2.5 The Charity Trustees will review the grant-making priorities and principles set out in this policy annually.
- 3. Who can apply for a grant**
- 3.1 The Scholarship Fund welcomes applications from fully paid-up members of the League. There is no limit to the number of applications by each member.
- 4. What we will fund**
- 4.1 All grants awarded by the Scholarship Fund must be used to cover costs that are directly connected to carrying out the activities that the Scholarship Fund have agreed to fund.
- 5. How to apply for a grant**
- 5.1 All applications must be made on the Scholarship Fund Application form that can be accessed through the League website (www.bartsleagueofnurses.org) or by contacting the Honorary Secretary of the Scholarship Funds.
- 5.2 Completed applications must be submitted to the Honorary Secretary Scholarship Fund by the advertised date prior to each Scholarship Committee meeting.
- 5.3 Applications must explain how the grant will be used.
- 6. How we make decisions about grants**
- 6.1 The Charity Trustees and Scholarship Fund Committee have ultimate responsibility for all grant-making decisions and for ensuring that all funds awarded are used to advance the Objects.
- 6.2 The Charity Trustees and members of the Scholarship Fund Committee must declare the nature and extent of any conflict of interest, direct or indirect, which could, or could be seen to, prevent them from making a grant decision only in the best interests of the Charity. Situations in which a conflict of interest may arise include where:
- (a) A Charity Trustee (or a person connected to them) stands to benefit from a grant from the Charity (see paragraph 7 - Grants to Charity Trustees or connected persons); or
 - (b) A Charity Trustee has a duty of loyalty to a third party that conflicts with their duty to the Charity.
 - (c) Any such conflict of interest must be declared and managed by the Charity Trustees in accordance with the League's Procedure for the Allocation of Scholarship Funds.
- 6.3 The Charity Trustees have delegated certain decision-making responsibilities. In particular:
- (a) The Charity Trustees have appointed a Scholarship Fund committee to review grant proposals and make awards (see paragraph 1.3);
 - (b) There is a minimum of 4 Charity Trustees at each Scholarship Fund Committee meeting
- 6.4 The Honorary Secretary or Honorary Treasurer will inform applicants of the Committee's decision as soon as possible, in writing (by post or email) or by telephone.
- 6.5 The Scholarship Fund Committee's decision whether to award a grant is final.
- 6.6 If the Scholarship Fund Committee decides not to award a grant for a proposal the Committee is not obliged to give the applicant reasons for their decision. In the event of a complaint the League Complaints & Feedback Procedure will be followed.

7. Grants to charity trustees or connected persons

- 7.1 The League Procedure for Allocation of Scholarship Funds (Appendix) authorises a Charity Trustee or member of the Scholarship Fund Committee to receive a benefit from the Charity as a beneficiary of the Charity, provided that a majority of the Charity Trustees do not benefit in this way.
- 7.2 If a Charity Trustee or member of the Scholarship Fund Committee, or a person connected to them, applies for a grant the conflicted Charity Trustee or member must absent himself or herself from any discussion of the grant application.

8. Due diligence

- 8.1 When the Scholarship Fund Committee is considering a grant-funding application, due diligence checks on the applicant will be undertaken. The checks that are undertaken will vary according to the Charity Trustees' assessment of any risks associated with the proposal or the applicant.
- 8.2 Due diligence may include requesting details of, and taking such steps as the Scholarship Fund Committee consider to be reasonable to scrutinise, any of the following:
- (a) The applicant's membership status
 - (b) Details of the proposed course/conference, location/venue and associated costs
- 8.3 The Honorary Secretary of the Scholarship Fund will keep a written record of any due diligence checks that they undertake.

9. Reporting requirements and monitoring

- 9.1 The Charity Trustees and Scholarship Fund Committee will take steps to monitor the use of the grant and verify that the grant is used for the purposes that have been agreed. The arrangements for monitoring will vary according to the nature of the grant, but the Charity Trustees will always seek to ensure that the arrangements are appropriate and proportionate.
- 9.2 Arrangements for monitoring use of the grant include asking the recipient to provide the following:
- (a) Copies of formal records such as receipts, invoices, bank statements to show that funds have been used for the purpose for which they have been awarded and in accordance with the terms of the grant
 - (b) A brief written report on completion of the study funded by the grant, showing how funds have been spent, for inclusion in the League News
 - (c) Information about any proposed changes to their planned activities

10. Clawback and repayment

The Scholarship Fund Committee may require repayment of all or part of the award if:

- (a) The project or purpose for which it was awarded does not proceed;
- (b) Part of the grant remains unused when the activities that the grant was intended to fund have been completed; or
- (c) The grant is used for a purpose other than that which has been agreed.

11. Reviewing and amending this policy

- 11.1 The Charity Trustees will review this policy annually. Date of next review: November 2021.
- 11.2 The Charity Trustees may vary the terms of this policy from time to time.



Appendix

League of St Bartholomew's Nurses

Procedure for Allocation of Scholarship Funds

Until 2020 the League Scholarship Funds originally comprised 3 separate funds: The Isla Stewart Memorial Fund (founded 1912), The Helen Baines Memorial Fund (founded 1944), and The William Derrick Coltart Award (founded 1963). In November 2020 these 3 funds were merged to form The Stewart Baines Coltart Scholarship Fund.

The charitable objects of the Fund are *'for the public benefit, advancement of the education and training of members of the League of St Bartholomew's Nurses, in particular, but without limitation, by the provision of bursaries, scholarships and grants and for the purchase of books'*.

This procedure should be read in conjunction with the Scholarship Fund Grant Making Policy and the League Policy for the Management of Charitable Funds.

Administration of Scholarship Funds

- a. The funds are administered by a committee comprising: The Honorary Officers of the Executive Committee and the Benevolent Fund Committee; Honorary and Life Vice Presidents, Vice Presidents, plus 6 League members. The Scholarship Committee is quorate if one third of committee members attend. Committee members who are unable to travel to face-to-face meetings are invited to join by audio/video link. Virtual meetings will be held if the whole committee is unable to meet face-to-face for any reason.
- b. Fully paid up League Members may apply for assistance with fees, books, travel and/or other costs associated with undertaking a course/attending a conference. These may be nursing or non-nursing related.
- c. Application forms are available from the Honorary Secretary, on request, and are downloadable from the website. The closing dates for applications prior to each meeting are clearly stated on the website and in the League News.
- d. For academic studies, requests for assistance must be made for each academic year or module and not the entire course, which may last several years.
- e. There is no limit to the number of applications per applicant. Each application requires a separate form. It is recognised that applicants undertaking Master's Degree/PhD studies may need to apply repeatedly over 5 to 7 years.
- f. Applicants who are employed are reminded to familiarise themselves with their employer's study leave policy.
- g. Applicants are advised that requests are not automatically successful and that repeated support is not guaranteed.
- h. Personal circumstances and current employment status (i.e. ability to self-fund) are not considered and no assessment of individual circumstances is made.
- i. Applicants are given a reference number and their names are not used during discussion at the committee meeting. Applicant's names are not used in the minutes or the Annual Report. In order to

ensure anonymity, if a member of the Scholarship Committee wishes to apply for funding he or she will not attend the meeting where it is discussed.

- j. Once the Committee has agreed the amount of the award the applicant will be informed, of the amount awarded, where possible by email. The applicant will then be sent a formal response detailing the amount awarded and a Scholarship Claim Form. The applicant will complete the claim form and send it, together with the appropriate receipt(s), to the Treasurer.
- k. On receipt of the claim form and receipt(s) the Treasurer will issue a cheque as soon as is reasonably practicable. One signature is required for cheques up to £1000. Cheques above £1000 require a second signature and will be forwarded to another signatory for signing and forwarding to the applicant. Applicants are warned that this process may take several weeks and are advised to inform the Honorary Secretary if a delay would cause financial hardship.
- l. If the payment is made by **BACS**, League bank details are sent by post or as an attachment rather than in the body of the email, to minimise the risk of fraud. Payments by BACS for amounts greater than £1000 are supported by email agreement from another trustee prior to payment.
- m. The Treasurer presents the latest bank statements for each fund at each committee meeting. The totals are recorded in the minutes and checked against the statements by another member of the committee.

November 2020

Registered Charity: No 275165