**Bowerham School Foundation**

**Grant Making Policy**

# Purpose

# This grant making policy lays out our aims and principles in how we will use funds donated to the charity and the checks and procedures in place for making these grants.  We will only fund activities that fall within the objects set out in our constitution.

# Criteria & Priorities

# Overview. The charity has been established to support pupils of Bowerham Primary and Nursery School suffering financial hardship, primarily by providing a free-to-use breakfast club.  Where money allows, grants will be considered to support a child's education where otherwise impeded by financial hardship.  The charity will not make a grant to an organisation, even for an activity that is within the Bowerham School Foundation's charitable purpose.  Grants will be made based on the funding available and solely on merit.

# Allocation of Funds. Money will be allocated for the term ahead, based on a proportionate split of funds for the academic year, in the following order:

1. **Specified donations.** A donation made with a specified purpose will be ring-fenced for allocation as intended by the donor e.g. the school's existing pay-it-forward scheme where parents can donate an additional place for a forthcoming school trip.  Where this is outside of the charity's purpose, the donor will be informed and the donation will be kept in the Bowerham Primary and Nursery School's Unofficial Fund.

b**. Breakfast club.** Thebudget for the following term's breakfast club will be allocated first, based on the previous term's expenses.  Any surplus remaining at the end of the term will be returned to the charity's account.

1. **Grants.** Any balance remaining for the next term will be available for grants.  These will be used to subsidise school trips and learning support materials otherwise prohibited due to financial hardship.  In exceptional circumstances, grants may be used to ameliorate a domestic situation that significantly impedes learning through the provision of discrete, tangible and proportionate assistance.

# Priorities. Where it is anticipated that there will be more situations requiring assistance than funding available, the trustees will prioritise funding to:

1. Those most financially excluded and isolated
2. Where an activity or learning support product has particularly valuable educational benefit
3. Those who have not previously received financial assistance from the charity
4. Any other priorities that the trustees may from time to time decide.

# Process

1. Proposed grant allocations will be initiated by Bowerham Primary and Nursery School pastoral team as a need is identified.  These will be considered by at least two trustees, according to the priorities set out above and with reference to funds available for that term.

1. Grants for exceptional support must be supported by two trustees and recommended to all trustees for approval before they are made.
2. No money will be accessed until written trustee approval has been received.  This may include email with electronic signature.
3. Trustees work to the [Charity Commission C27](https://www.gov.uk/government/publications/its-your-decision-charity-trustees-and-decision-making/its-your-decision-charity-trustees-and-decision-making) guidelines on trustee decision making.  Grants are awarded entirely at the discretion of the trustees and their decision is final.

# Reporting

# All grants made will be reported to trustees as a standing agenda item on the termly Governors' Meeting.  The pastoral team will report the impact that the grant has had, as appropriate for the size and nature of the grant awarded.  The charity will monitor these reports to ensure that grants are being use for the purposes intended and to assess the impact grants have made.  This learning will be used to inform future decision making and policy to maximise the charity’s impact.  This will be included in the Charity's annual report.

# Checks and Procedures

1. **Data Protection.** Details relating to grant recipients will be held in accordance with data protection legislation and the Bowerham Primary and Nursery School Data Protection Policy.  It will be held securely, treated as confidential, disclosed in line with regulations if subject to an access request, only used for the purpose for which it has been provided, and destroyed once no longer needed.
2. **Safeguarding.**All activities that the Bowerham School Foundation undertakes, including grant making, will comply the Bowerham Primary and Nursery School Safeguarding Policy.
3. **Checks and Due Diligence.**The charity will carry out sufficient due diligence before releasing grant money to confirm that:

a.   Any funding will be applied in accordance with the charity’s charitable purposes

b.   Funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism

c.   The applicant does not hold views or have any involvement in activities contrary to the charity’s values and charitable purposes.

# Promotion

1. Charity beneficiaries are limited to pupils of Bowerham Primary and Nursery School.  The charity will therefore only be promoted via school communications.  It is anticipated that most grant applications will be generated by the pastoral team as part of the existing support they provide to those suffering hardship.  Direct approaches from pupil families will initiate engagement with the pastoral team if not already in contact.  For some groups, we may provide information a different way, such as an additional language, or to make these accessible to people who have disabilities.

**Version Control - Approval and Review**

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