

# The St Germans Charity

Reg Charity No 247349

## GRANTS & DONATIONS POLICY

Adopted Jun 2020

### 1 INTRODUCTION

The St Germans Charity administers the following charities:

1. St Germans Bridge Charity for Widows
2. St Germans Bridge Relief in Need Charity

Under the Scheme dated 8th April 1986 registered with the Charity Commission for England and Wales. It operates by way of investments that accrue interest, that interest is assessed annually, and the income is allocated to meet grant applications for such relief schemes that the Trustees operate to fulfil the objectives of the charity's scheme. For clarity and transparency the following process is defined:

### 2 PROCESS

1. Applications must be made in writing.
2. Any community/voluntary/charitable organisation or individual resident of the Wiggshall St Germans Parish may apply for a grant.
3. The organisation or individual must have a bank account as disbursement cannot be made payable in cash.
4. Any payments made are subject to the normal annual budgetary constraints of the charity.
5. Payments will be made at the discretion of the trustees.
6. A resolution for financial assistance to an organisation or individual will be made by the trustees and recorded in the minutes names of individuals remaining confidential to the charity.

### 3 HOW TO APPLY

A form for a general grant application can be found at Annex A to fill in and send back to us. Your application will be acknowledged within 5 working days. The current routine relief scheme is the Uniform Grant for students transitioning to secondary school, this can be applied for on the form at Annex B which is published in the Parish Magazine during the Spring Term and through the St Germans Primary School.

### 4 WHAT WE WILL DO WHEN WE HEAR FROM YOU

The Board will deal with your request for financial assistance at a meeting. Your application will be discussed and considered by Trustees and a resolution will be passed to:

1. approve the request; or
2. refuse the request; or
3. reduce the amount requested and approve the reduction; or
4. request additional information.

You will be informed in writing of the decision no later than 15 working days following the meeting. If your application was successful, payment advice will be included with the letter. If additional information has been requested, your application will not be considered until the next meeting.

You may request the date of the meeting at which your application will be decided so as to manage expectations of the time that it may take to complete the process, if you are concerned that the grant will not be available in time for the intended purpose you should make clear any deadlines in the application.

## **5 TERMS AND CONDITIONS**

The St Germans Charity will consider applications for grants from voluntary groups or charitable organisations. To qualify for an award the applicant must be able to demonstrate that any funding from charity meets the restrictions in the Scheme para 20-21. Grant applications will be dealt with by a minimum of 3 Trustees. In considering an application, the charity will refer to the Scheme in all matters.

## **6 MONITORING AND REVIEW OF THIS POLICY**

The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and the S137 limits of expenditure.

**APPLICATION FOR GRANT/DONATION  
FROM THE ST GERMANS CHARITY**

Please complete this form in block capitals	
1. Name and address of the organisation/individual requesting a grant	
2. Contact name (who has authority to act on behalf of the organisation)	
3. Amount requested £	
4. Purpose(s) for which the grant will be used	
5. Please specify how this fulfils the aims of the charity	
6. Have you requested, or are you receiving funding from other sources? (if yes, please provide amount and funder(s) details)	
7. If your application is successful, payment will be made by cheque. Please provide the payee details: and address the cheque is to be sent to.	Payee: ..... Address: ..... .....
8. Date funding is required. (including any deadline).	
9. Applicants Signature, Name and date. This acknowledges that the organisation/applicant will accept and will comply with the Terms and Condition at section 5 of the St Germans Charity Grants and Donations Policy.	Sign: ..... Name: ..... Date: .....

THE ST GERMANS BRIDGE CHARITY  
Registered Charity No.247349  
Clerk: Mike Inder  
4 Lime Close  
Marham  
King's Lynn  
PE33 9HN  
Tel: 07932 088784  
Email: [wiggenhallstgermanspc@outlook.com](mailto:wiggenhallstgermanspc@outlook.com)

### UNIFORM GRANT APPLICATION

Child's Name: .....

Date of Birth: .....

Address: .....

.....

Postcode: .....

School Attending: .....

Secondary School: .....

Date of Transfer: .....

Parent/Guardian Name: .....

Address (if different to above): .....

.....

Postcode: ..... Tel: .....

Signed: ..... Date: .....

**Notice regarding Data Protection**

Any information you supply is used strictly to process your application and is not passed on to third parties. After processing the information, it is securely disposed of. Signing and submitting the application you accept the charities Data Protection Policy.