



# The Old Stoic Benevolent Trust

## Grant-making policy

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**Old Stoic Benevolent Trust**

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## 1 **About this policy**

- 1.1 This policy applies to The Old Stoic Benevolent Trust ("**Charity**"), A CIO whose registration and incorporation by the Charity Commission for England and Wales has been granted, charity number 1180214.
- 1.2 The charitable objects of the Charity ("**Objects**") are: the prevention and relief of poverty and financial hardship of the following:
  - (a) Former pupils of Stowe School;
  - (b) Former permanent members of staff of Stowe School;
  - (c) Immediate dependents of those persons.
- 1.3 The Charity is governed by the charity trustees of the Charity (Charity Trustees) 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 and have ultimate responsibility for all grant-making decisions.
- 1.4 The purpose of this policy is to set out the principles and procedures that guide the Charity Trustees when they are making grants to further the Objects. It also provides information about the Charity's grant-making process to anyone who is applying to the Charity, or would like to apply to the Charity, for a grant.
- 1.5 In this policy references to persons who are "connected" with a Charity Trustee mean:
  - 1.5.1 a child, parent, grandchild, grandparent, brother or sister of a Charity Trustee;
  - 1.5.2 the spouse or civil partner of a Charity Trustee or of any person falling within paragraph 1.5.1 above;
  - 1.5.3 a person who is carrying on business in partnership with a Charity Trustee or any person who is in a business partnership with any person falling within paragraph 1.5.1 or 1.5.2 above;
  - 1.5.4 any institution which is controlled by a Charity Trustee or any connected person within paragraph 1.5.1, 1.5.2 or 1.5.3 or any two or more of those persons taken together;
  - 1.5.5 a body corporate in which a Charity Trustee or any connected person falling within paragraph 1.5.1, 1.5.2 or 1.5.3 has a substantial interest, or in which two or more such persons, when taken together, have a substantial interest.

## 2 **Our funding priorities**

- 2.1 The Charity Trustees are keen to support beneficiaries to promote the Objects in an effective way. However, they recognise that a limited amount of funds is available to distribute each year. The Charity Trustees' current funding priorities are those with an urgent need of assistance or support which may include people:
  - 2.1.1 with no other or sufficient support;
  - 2.1.2 with physical or mental disability or health issues;
  - 2.1.3 recovering from illness or addiction;

- 2.1.4 who are care-givers;
  - 2.1.5 who are vulnerable including as a result of age or domestic circumstances;
  - 2.1.6 who are unemployed.
- 2.2 The Charity Trustees will not generally provide grants to applicants who have access to sufficient income or savings to meet their needs. All applicants will therefore be asked to provide information or evidence of means as part of the grant application process.
- 2.3 The Charity Trustees 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.
- 2.4 The Charity Trustees will review the grant-making priorities and principles set out in this policy on an annual basis.

### **3 Who can apply for a grant**

- 3.1 The Charity Trustees welcome applications for support from individual applicants within the Objects ("**Qualifying Status**"):
- 3.1.1 Former pupils of Stowe School;
  - 3.1.2 Former permanent members of staff of Stowe School;
  - 3.1.3 Immediate dependents of those persons.
- 3.2 As part of the application process, applicants will be asked to provide evidence of their identity and evidence of their Qualifying Status.
- 3.3 The Charity Trustees cannot accept applications for support from any other individuals.

### **4 Purpose of grant**

- 4.1 Grants will generally be made in order to enable applicants to pay for some specific item or specific cost relating to their urgent need for assistance. As part of the application process, all applicants will therefore be asked to provide an explanation or description of the item or cost that they are seeking assistance with. Examples which may, in the Charity Trustees' discretion, be funded include:
- 4.1.1 Food;
  - 4.1.2 Essential clothing (including workwear required as a result of damage or a new job);
  - 4.1.3 Beds and other essential domestic furniture following breakage or move to unfurnished accommodation;
  - 4.1.4 Essential white goods (for example basic freezers, fridges, washing machines) following breakdown or move to unfurnished accommodation and essential domestic items such as cookware;
  - 4.1.5 Exceptional utility bills (for example as a result of undiscovered leak or fault);
  - 4.1.6 Respite holiday for care givers or care receivers;
  - 4.1.7 Cost of attending essential medical appointments;

4.1.8 Cost of attending job interviews or meeting work travel costs before payment is received.

4.2 Grants will not generally be given for:

4.2.1 Redecoration;

4.2.2 Transport costs and motor vehicle expenses not listed in 4.1;

4.2.3 Costs associated with voluntary home moves<sup>1</sup>;

4.2.4 Items already purchased and personal debts for items already purchased;

4.2.5 TV, entertainment and holidays not listed in 4.1;

4.2.6 Costs which can be met from government support.

## 5 **Value of grant**

5.1 The Charity Trustees will not generally consider applications for grants exceeding £500.

5.2 The Charity Trustees will generally consider applications for a contribution not exceeding £500 towards an item or cost of a higher value provided the applicant satisfies the Charity Trustees that he or she is able to meet the shortfall.

## 6 **Applications**

6.1 Applications should be made in the form set out in the appendix and available on the Old Stoics Society website.

## 7 **Further applications**

7.1 The Charity Trustees will not [usually] award grants to an applicant that has:

7.1.1 Previously submitted an application and failed to satisfy the Charity Trustees' due diligence checks into identity, Qualifying Status, means or otherwise and these issues have not been addressed by the applicant;

7.1.2 Previously received a grant from the Charity in the last 12 months.

## 8 **Terms of grant**

8.1 All grants are made on the condition that they are spent on a specific item or to meet a specific cost which will be set out in a letter to the recipient.

## 9 **How we make decisions about grants**

9.1 The Charity Trustees have ultimate responsibility for all grant-making decisions and for ensuring that all grants awarded are made in furtherance of the Objects.

9.2 The Charity Trustees must declare the nature and extent of any 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:

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<sup>1</sup> Those fleeing abuse, leaving long term care or prison are examples of moves which are not considered voluntary.

- 9.2.1 a Charity Trustee (or a person connected to them) stands to benefit from a grant from the Charity; or
- 9.2.2 a Charity Trustee has a duty of loyalty to a third party that conflicts with their duty to the Charity.
- 9.3 Any such conflict of interest must be declared and managed by the Charity Trustees in accordance with the CIO constitution.
- 9.4 The Charity Trustees may delegate certain decision-making responsibilities. In particular:
  - 9.4.1 the Charity Trustees have appointed a grants committee/officer to review grant proposals and make recommendations to them;
  - 9.4.2 grant proposals relating to respite time for carers will be reviewed by individuals with expertise who will make recommendations to the Charity Trustees;
  - 9.4.3 individual Charity Trustees may be asked to review grant proposals and make recommendations to the Charity Trustees; and
  - 9.4.4 before making a decision to award a grant, the Charity Trustees may ask anyone they consider has relevant expertise or experience to provide them with information and to join in their discussions, but not to take any part in the final decision.
- 9.5 In all cases where a recommendation is made to them to award a grant, the Charity Trustees may (in their absolute discretion) refuse to approve that recommendation, particularly if they consider that a grant would not be an effective way to further the Objects, or would conflict with the Charity's policies or interests.
- 9.6 The Charity Trustees aim to consider grant proposals and decide if they will award a grant or not within 30 days.
- 9.7 The Charity Trustees will inform applicants of their decision in writing.
- 9.8 If an applicant is awarded a grant, the Charity Trustees will:
  - 9.9 set out the key terms of the grant and any conditions that are attached to it in a grant letter; and
  - 9.10 ask the applicant to sign the grant letter to indicate that they accept the terms and conditions.
- 9.11 If the Charity Trustees decide not to award a grant for a proposal the Charity Trustees are not obliged to give the applicant reasons for their decision but may, if requested by the applicant, give the applicant such written feedback on the reasons for their decision as they consider appropriate.
- 9.12 Whether or not a grant application is successful, the Charity Trustees may draw attention to, offer or invite the applicant to apply for other support available from the Charity including advice and mentoring consultation or introductions to persons or organisations who may be able to offer assistance.
- 9.13 The Charity Trustees' decision whether to award a grant is final.

## 10 **Grants to charity trustees or connected persons**

- 10.1 Clause 6(2)(a) of the CIO constitution authorises a Charity Trustee or any person connected to them 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.
- 10.2 If an application for a grant is made to the Charity by a Charity Trustee, or a person connected to them, the non-conflicted Charity Trustees may therefore consider making the grant in accordance with this policy.
- 10.3 If a Charity Trustee, or a person connected to them, applies for a grant the conflicted Charity Trustee must according to clause 7 of the CIO constitution:
- 10.3.1 declare the nature and extent of their interest in the grant application;
  - 10.3.2 absent themselves from any discussion of the grant application by the non-conflicted Charity Trustees; and
  - 10.3.3 have no vote and not be counted as part of the quorum in any decision of the non-conflicted Charity Trustees on the grant.

## 11 **Due diligence**

- 11.1 When the Charity Trustees are considering a grant-funding proposal, they will undertake due diligence checks on the applicant. The checks that are undertaken will vary according to the Charity Trustees' assessment of any risks associated with the application.
- 11.2 Due diligence may include requesting details of, and taking such steps as the Charity Trustees consider to be reasonable to request scrutinise, any of the following:
- 11.2.1 evidence of the identity of the applicant;
  - 11.2.2 evidence of their Qualifying Status;
  - 11.2.3 evidence of their circumstances and means.
- 11.3 The Charity Trustees will keep a written record of any due diligence that they undertake.

## 12 **Use of grants**

- 12.1 The Charity Trustees 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.
- 12.2 Arrangements for monitoring use of the grant may include asking the recipient to provide any of the following:
- 12.3 copies of formal records such as receipts or invoices, to show that funds have been in accordance with the terms of the grant;
  - 12.4 written or verbal updates;
  - 12.5 a final written report, explaining showing how funds have been spent and how that has helped the recipient.

12.6 If appropriate, the Charity Trustees may also meet (including by electronic means) applicants to discuss how the grant was used.

12.7 Basic monitoring requirements will be set out in the grant letter. However, the Charity Trustees may take any additional steps to monitor the use of grant funds that they consider appropriate.

### **13 Clawback and repayment**

13.1 The Charity Trustees may require repayment of all OR any part of the grant if:

13.1.1 The grant is not used for the item or to meet the cost for which it is given;

13.1.2 part of the grant remains unused after paying for the item or meeting the cost for which it is given; or

13.1.3 the grant is used for a purpose other than that which has been agreed.

### **14 Reviewing and amending this policy**

14.1 This policy will be reviewed by the [Charity Trustees] at least annually.

14.2 The Charity Trustees may vary the terms of this policy from time to time.



**Appendix 1 Application form**



# The Old Stoic Benevolent Trust

## Application form for assistance by way of grant

Our Benevolent Trust is for former pupils, former permanent members of staff and their immediate dependents experiencing or at risk of financial hardship. Please take a moment to read the guidance notes before completing your application.

To assist the Trustees in the consideration of your application please complete, sign and date this document and return it, together with any supporting documents as soon as possible to:

*Old Stoic Benevolent Trust, Old Stoic Office, Stowe School, Buckingham, MK18 5EH*

Please be aware that this form must be completed fully for your application to be considered. If you have any questions or need help, please email [osbt@stowe.co.uk](mailto:osbt@stowe.co.uk) or call 01280 818252 to speak to a member of staff.

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### About You

<b>Title</b>		<b>Forename(s)</b>	
<b>Surname</b>		<b>Previous Name(s)</b>	
<b>House</b>		<b>Year</b>	
<b>Other qualifying status<sup>2</sup></b>			
<b>Date of Birth</b>		<b>NI Number</b>	
<b>Postal Address</b>			
<b>Evidence of identity provided with this form (copies, not originals please)</b>	Select option: <input type="checkbox"/> Passport <input type="checkbox"/> Photo-card driving licence <input type="checkbox"/> Other government issued photo ID including shotgun and firearms certificates <input type="checkbox"/> Any two of: utility bills or official correspondence addressed to you.		
<b>Home Telephone</b>			

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<sup>2</sup> Former permanent members of staff of Stowe School and the dependants of former pupils and the dependants of permanent members of staff may also qualify. Please explain your qualifying connection. Dependants should provide evidence of their connection to a former pupil or member of staff, such as copies of entries in registers of births, marriages and civil partnerships if available.

<b>Mobile Telephone</b>			
<b>Email Address</b>			
<b>Marital Status</b>			
<b>Children/dependants</b>			
<b>Employment Status</b>			
<b>Industry</b>		<b>Company Name</b>	
<b>Position</b>			
<b>If you are a member of any professional bodies, please list these below:</b>			
<b>Are you ordinarily resident in the UK and, if a grant is made, would it be paid into an account maintained in an account based in the UK and spent in the UK? If not further verification of identity, bank account and use of grant may be required.</b>			

#### About your Situation

<b>How much funding are you applying for? (£500 maximum)</b>	
<b>Funding theme (tick the relevant theme)</b>	<input type="checkbox"/> Equipment <input type="checkbox"/> Amenities <input type="checkbox"/> Debt <input type="checkbox"/> Household <input type="checkbox"/> Travel and subsistence
<b>What specifically will the money be used for if your application is successful?</b>	
<b>If the application is successful, the Trustees may need to check that the money has been used for the intended purpose. If a grant is made, would you be able to provide receipts for how you used it or what other way would you could show the Trustees how it was used?</b>	

**Reasons for your application: the Charity Trustees' have identified funding priorities which are listed below. Please tick to indicate which area(s) apply to you.**

**If none of the categories are relevant please tick "other" and provide brief details of the personal circumstances that have led you to apply to this fund. Once we have received your application we may ask you for further information.**

- You have no other or sufficient support (please provide brief details of other support sought and not available/sufficient)-
- You have physical or mental disability or health issues -
- You are recovering from illness or addiction -
- You are a care-giver -
- You are vulnerable including as a result of age or domestic circumstances -
- You are unemployed -
- Other (please provide brief details below) -

**Please list below any other organisations you have approached for support and list funds secured.**

## **Finances**

**Please provide full details of your own income, including any salary payments, welfare benefits or other income. Please continue on to a separate sheet if you need to so:**

**Do you own your own home? If so, please provide an indication of its value. Please also provide any outstanding mortgage or loans secured against the property:**

**Do you have any saving, shares or investments? If so, please provide details:**

**Do you have any other assets, such as possessions of high worth? Please provide details:**

**Please provide full details of your expenditure. You may wish to consider the following:**

	<b>£ per month</b>	<b>Total outstanding</b>
<b>Mortgage payments</b>		
<b>Rent</b>		
<b>Secured loans</b>		
<b>Unsecured loans</b>		
<b>Pension contributions</b>		
<b>Credit card payments</b>		
<b>Savings/Investments</b>		
<b>Council Tax</b>		
<b>Electricity</b>		
<b>Gas</b>		
<b>Water</b>		
<b>Telephone/internet</b>		
<b>TV licence/satellite TV</b>		
<b>Home/contents insurance</b>		
<b>Life assurance</b>		
<b>Motor insurance</b>		
<b>Travel expenses</b>		
<b>Vehicle running costs</b>		
<b>Child care</b>		
<b>Child maintenance</b>		
<b>Food and clothing</b>		

<b>Other (please specify)</b>		
<b>Please give details of any other debts, which have not been explained so far:</b>		

**Additional Information**

<b>Have you applied to the Old Stoic Benevolent Trust in the past?</b>	
<b>If the Old Stoic Benevolent Trust is unable to help, can we refer you to other relevant charities?</b>	
<b>Where did hear about the Old Stoic Benevolent Trust?</b>	

**Declaration**

To the best of my knowledge and belief I, the undersigned, declare that the particulars given above are a true and accurate statement of my current circumstances.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Administrative use only**

This form was received and processed by:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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IT IS ESSENTIAL THAT ALL SECTIONS OF THIS FORM ARE COMPLETED

Please send completed application form and any supporting documents to:

*Old Stoic Benevolent Trust, Old Stoic Office, Stowe School, Buckingham, MK18 5EH*

The Old Stoic Benevolent Trust will do its best to process this application within 30 days of the receipt, assuming all required documentation has been included with the request for assistance.

The Old Stoic Benevolent Trust Constitution can be found here:

<https://www.stowe.co.uk/School/Old-Stoics/OS-Benevolent-Trust>

The Old Stoic Benevolent Trust Grant Making Policy can be found here:

<https://www.stowe.co.uk/School/Old-Stoics/OS-Benevolent-Trust>

## Guidance Notes for Applicants Completing Benevolent Trust Application Forms

We understand that it may not be easy for you to make this application, and we want to do all we can to assist you in your time of need, so if you follow these guidelines it will make your job easier, and help the Benevolent Trust Trustees to make an informed decision, and get help to you as quickly as possible.

- The Benevolent Trust has been set up to assist members who are in need of 'relief of poverty and financial hardship' and funds are available on the basis of donations agreed by the Trustees, to members of the Old Stoic Society, who live in the UK. The application has to be on an individual basis, and will be addressed specifically in relation to a member's personal circumstances.
- The application form must be submitted to *Old Stoic Benevolent Trust, Old Stoic Office, Stowe School, Buckingham, MK18 5EH*. An official will then contact you to discuss the application.
- Please provide as much information as possible on the application form. The more information the Trustees have regarding your circumstances, the clearer they can be in considering your application, and the more chance you have of a successful outcome.
- Please be specific about the amount you are requesting, what it is for and the reason why. You should also provide details of your monthly income and expenditure, details of any savings, assets and debts.
- Be specific about other organisations you have approached. Who are they and how have they responded.
- Please provide as much documentary evidence in support of your application as you are able. If you are able to provide copy wage slips and bank statements to show your recent income and current financial position, then please do so. If you are asking for a donation to assist you with the payment of a specific cost, then please provide documentation in support. For example, if you are in arrears with your rent or mortgage, you should try to provide a letter from your landlord or mortgage provider confirming the amount of arrears on your account. Other evidence of severe financial hardship might include such documents as overdue utility bills, letters from creditors, Court Orders or a notice of eviction.
- If in doubt, please contact the Old Stoic Office on 01280 818252 or [osbt@stowe.co.uk](mailto:osbt@stowe.co.uk)



## **Privacy Notice for Applicants**

The following section is to help you to understand how the Old Stoic Benevolent Trust (the Trust) uses the information which we hold about you. The Trust is separate from the Old Stoic Society and from Stowe School. If you have any questions about this notice please contact the Old Stoic Benevolent Trust on 01280 818252 or [osbt@stowe.co.uk](mailto:osbt@stowe.co.uk)

### **What information do we hold about you?**

We will use the information which you provide on this form and which is included in any other documentation that you provide to us. For example, you may send us bank statements and utility bills.

We may also use information held about you by the Old Stoic Society and Stowe School. For example, your dates of attendance or employment at Stowe School to check that you are eligible to apply for a grant.

### **Why do we use your information and what is our lawful basis?**

Our primary reason for using your information is to assess your application for a grant, to correspond with you about its progress, and if applicable, to provide you with a grant. Such processing is necessary for our legitimate interest in managing the application process and fulfilling our charitable purposes. We also consider that this processing is necessary for a task in the public interest.

We will also use your information to comply with our legal and regulatory obligations. Our lawful basis for this processing is that it is necessary to comply with our legal obligations. We also have a legitimate interest in ensuring that we satisfy our regulatory and legal obligations. For example:

- we may need to carry out due diligence checks on you to make sure that the Trust's funds are being used appropriately. This may involve checking your identity and connection with Stowe School to make sure that you qualify for a grant; and
- if you receive a grant we may need to check how the funds have been used. For example, we may ask you to provide us with receipts for purchases.

### **Sharing your information outside of the Trust**

We appreciate that the information you provide (for example, when you complete your application form) is sensitive and confidential. We will therefore only share this information outside of the Trust where we have a good reason for doing so and our sharing complies with data protection law.

We may share your information as follows:

- to fulfil our obligations to the Charity Commission who regulate our activity. This use of your information is to comply with our legal obligations and for our legitimate interest in making sure that we satisfy our regulatory and legal obligations;
- to seek advice from our lawyers or other experts. Such processing is necessary for our legitimate interest in making sure the Trust is well run and that we comply with our legal and regulatory obligations;
- to notify our insurers of relevant incidents. This is necessary for our legitimate interest in complying with our agreement with our insurers and making sure that we have insurance cover; and

- to assist the police in exceptional circumstances regarding the prevention and investigation of crime and the prosecution of offenders. Such processing might be necessary to comply with a legal obligation and for our legitimate interest in co-operating with the police.

### **Our legal bases for using more sensitive information about you**

We must comply with an additional legal basis where we process special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health information, and information about sex life or orientation.

In most cases we will rely on it being necessary for reasons of substantial public interest for us to use this type of information. This is also the case if we use information about criminal convictions and offences.

### **For how long do we keep your information?**

We will retain your information for as long as necessary to fulfil the purposes outlined above. This will usually be for 6 years.

However, in exceptional circumstances we may retain your information for a very long time. For example, if we consider that it might be required in relation to legal claims.

### **Further information**

Please see the Privacy Notice for Old Stoics, Former Staff and Former Parents for further information. Specifically, to find out what rights you have in your personal information and how to contact the supervisory authority (the Information Commissioner's Office) if you have any concerns. This privacy notice can be found at [www.stowe.co.uk/policies](http://www.stowe.co.uk/policies)