

# Bungay Medical Centre C.I.O

Charitable Incorporated Organisation Reg. No. 1205291

## **Policy for allocating grants to individuals**

This policy is intended to align the CIO's approach with the Charity Commission requirements and to guide Trustees in determining applications. It is intended to ensure our fairness, consistency and compliance with our charitable aims.

### **1. Background: The aims of the Charity**

The aims of the CIO are:

- to provide the upkeep and improvement of a medical centre and help with the purchase of equipment, and
- to provide funds in the form of grants for relief in sickness for people who live in Bungay, and patients of the Bungay Medical Practice who live in north Suffolk and south Norfolk.

We approach our second aim by responding to applications for grants to individuals and, from time to time, by supporting other charities who provide specific services in line with our aims. This policy does not address compliance with our first aim, or our approach to the funding of other charities.

### **2. Criteria for making grants to individuals**

Trustees take the following aspects into account when determining applications from individuals:

- Is there genuine 'sickness' (a medical condition or situation resulting from it)?
- Is the medical condition or situation susceptible to the relief requested?
- Is the relief requested the most appropriate (cost effective, free from unintended consequences)?
- Could and should the relief be sourced or partially sourced from elsewhere (the applicant themselves or State provision)?

In answering these questions, Trustees rely on the information before them, and on their personal knowledge and experience, but may take outside advice, and seek further information as they see fit.

In considering these aspects, Trustees at all times have regard to the Nolan Principles of public life, and take care that at all times they act reasonably and...

*...act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.*

In considering the information provided by an applicant, Trustees proceed on the basis that it is given to the best of the applicant's knowledge and belief, and in each case decide whether it would be *reasonable* and an act of *good faith* to take the statement on trust. In doing so, Trustees take into account the following definitions given by the Charity Commission:

*"To act 'reasonably' means to act in this way that the courts would expect an informed and responsible person to do in a situation. 'Good faith' means genuine, honest intention or motives; trying to do the right thing, in the interests of the (aims of the charity)"*

Determinations by Trustees of grant applications are final, and the CIO will not be required to provide reasons for its decisions.

### **3. Who can receive a grant**

As stated in our aims, the CIO will consider applications from people who live in Bungay, and patients of the Bungay Medical Practice who live in north Suffolk and south Norfolk.

However, from time to time, the CIO receives applications from persons who are not patients of the Bungay Medical Practice or residents of Bungay, but who are residents of the wider area of north Suffolk or south Norfolk. They may have a connection with the practice through family or staff members, or they could be former patients. In exceptional circumstances, Trustees may consider it reasonable to accept such applications on their merit and on a case-by-case basis.

### **4. What grants may be used for**

Grants will usually be made for specific items. Grants are not given to support ongoing expenditure such as running costs. In special circumstances, the Trustees will also consider helping with transport and accommodation costs for patients attending hospitals outside the area and, exceptionally, for other costs incurred by close family members as a direct consequence of the applicant's medical condition.

## **5.Amount of funding provided**

In determining the amount of funding to be given, the Trustees will take into account the criteria and methodology set out above, especially appropriateness, cost effectiveness, and whether some or all of the funding could come from another source including the applicant's own resources.

The CIO will require evidence that the grant has been used for its intended purpose. The funds available to the CIO are limited and the Trustees will suspend the award of grants on advice from the Treasurer that the amount set aside for this purpose in any particular period has been reached.

## **6.Clawback and refunds to the CIO**

The CIO will not require a refund of the grant if the item has been used by the applicant and is no longer required. However, if appropriate, the CIO would wish the item to be passed on to someone who will benefit from it, for example by handing it on or passing to a suitable charity.

If the item for which a grant is made is either not purchased or not used and a refund can be obtained, then the amount awarded must be refunded to the CIO.

If the grant is not used for the purpose approved by the Trustees, the CIO reserves the right to seek a full refund.

## **7.Conflicts of interest**

Charity Commission Guidance will be followed in the event that a perceived conflict of interest arises. In general, however, the CIO will not make personal grants to those who are connected with a Trustee through a close familial relationship or where a Trustee may benefit financially, directly or indirectly, from the award.

## **8.Reporting**

Grant awards will be reported in the minutes of the next appropriate CIO Board Meeting and in its financial accounts.