

Note on this version

This policy was updated on 18 May 2026 to reflect the change of the Charity's name from "Mitre Impact" to "Impact Buckingham", effective 1 June 2026. The Charity's registered number, 1216036, is unchanged. The substance of the policy is otherwise unchanged from the version previously adopted.

Purpose

This policy sets out the principles and procedures by which Impact Buckingham ("the Charity") will make grants or provide support to individuals or organisations, ensuring all decisions are fair, transparent, and in line with the Charity's objects.

1. Objects

- To ensure all grants and support further the Charity's objects: the prevention or relief of poverty and financial hardship among individuals and families in Buckingham and surrounding areas.
- To provide a clear, consistent, and accountable process for grant-making.

2. Scope

This policy applies to all trustees, staff, and volunteers involved in the grant-making process.

3. Principles

- **Discretion:** Trustees have full discretion over the allocation of funds and support, in line with the Charity's objects.
- **Transparency:** All decisions and processes will be documented and open to scrutiny.
- **Fairness:** All applicants will be treated equally and assessed against published criteria.
- **Accountability:** The Charity will ensure grants are used for their intended purpose.

4. Identification of Beneficiaries

- Impact Buckingham will primarily take guidance from local schools in identifying families requiring support, utilising the schools' professional knowledge and pupil premium lists.
- Schools will recommend families who may benefit from support, based on their understanding of local needs and circumstances.
- Recommendations from schools will be treated as a primary source of information for assessing need, but the final decision on support will always rest with the trustees.

5. Eligibility Criteria

- Applicants must be individuals or families experiencing financial hardship or poverty, primarily in Buckingham and surrounding areas.
- Applications or referrals must align with the Charity's objects (e.g., provision of food hampers, essential supplies, or other charitable means).
- The Charity may require evidence of need (e.g., referral from a school, supporting documents).

6. Application and Referral Process

- Applications may be submitted by individuals, organisations, or on behalf of others, but the majority will be received as referrals from local schools.
- Applications or referrals must be made using the Charity's standard form or via an agreed secure process.
- All applications and referrals will be acknowledged within 14 days of receipt.

7. Assessment and Decision-Making

- All applications and referrals will be considered at trustee meetings.
- Trustees will assess each referral to ensure it aligns with the Charity's objects and available resources.
- Decisions will be recorded in the minutes, including reasons for approval or refusal.
- Trustees must declare any conflict of interest and withdraw from related discussions and decisions.

8. Grant Conditions

- Grants must be used solely for the purpose stated in the application or referral.
- The Charity may request evidence of how grants have been used (e.g., receipts, follow-up reports).
- If a grant is not used for the intended purpose, the Charity may require repayment.

9. Monitoring and Follow-Up

- The Charity will monitor the use of grants and may follow up with recipients or referring schools to ensure funds are used as intended.
- Feedback from recipients and schools will be used to improve future grant-making.

10. Confidentiality and Data Protection

- All information received from schools or applicants will be handled confidentially and in accordance with data protection law and the Charity's privacy policy.
- Only information necessary for the assessment and delivery of support will be collected and retained.

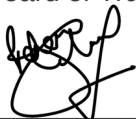
11. Review

- This policy will be reviewed annually by the Board of Trustees and updated as necessary.

Adopted by the Board of Trustees on: 18 May 2026

Next review due: May 2027

Signed on behalf of the Board of Trustees:



Signature: _____

Name: Peter Edwards, Chair of Trustees

Date: 18 May 2026