

	Board of Trustees: Accountable, Responsible, Accessible
POLICY NUMBER: B011	HCFWI Bursaries and Grants

### **Preamble**

On occasion HCFWI receives significant donations. Due to their value and or specific requests of the donor HCFWI will look to return these legacies to WI members via bursaries and grants.

### **Policy**

1. When a significant donation is received BOT will be informed and will decide the type of bursary given the circumstances of the donation.
2. A donation for a bursary will be designated or restricted (depending on donation requirements). A restricted bursary will then not be used for purposes other than that agreed. A designated bursary can only be changed after full consultation BOT.
3. It is anticipated that designated and restricted funds will earn 2.5% interest. Interest above this amount will be used to grow the fund so that in future years the value of the fund is maintained in real terms.
4. Funds available for Bursaries will be reviewed annually in May/June by the Federation Treasurer who will make recommendations to the July Board meeting for ratification.
5. Grant amounts are allocated on a case-by-case basis and centered on the circumstances of the request, the funds available and discussion by the Board.
6. The purpose of each bursary and grant is outlined in the procedures below, and the application form states what information must be provided for the Board to assess the application.
7. Once awarded bursaries are to be spent within 1 calendar year. Grants do not have the same spend time limit.
8. Bursaries can be supplemented at the discretion of the board.
9. Bursaries are paid directly to WIs, WI Member, WI Group or Event Manager on the following conditions:
  - a. Receipts are provided to show evidence of how the bursary was spent
  - b. Any surplus is returned to HCFWI
  - c. An article is provided for Hampshire WI News on how the money was used

- 10. All bursaries will be advertised annually in September, with applications closing on 31st January each year.** In February, the Board of Trustees will discuss and agree how the bursaries are awarded. All bursary applications will be reviewed by the Bursary team consisting of 3 Trustees, 1 from finance, 1 nominated from the group of Trustees and the Lead trustee for Bursaries. This group will review the applications to ensure they meet the application criteria before being presented to the full Board in February each year. The winners of the Ellingham and Timsbury Bursary, and Joy Morgan Bursary will be drawn by lottery and announced at the Spring Council Meeting.
- 11. Winners of all bursaries will be announced at the Spring Council Meeting and published in Hampshire WI News**
12. The Board of Trustees may allocate funds to be used for grants for specific purposes. Grants may be one-off allocations or available all year round. They will not have a specific deadline for application and will not be publicly announced unless the WI applying wishes to do so.
13. Applications for any bursary or grant should be made to the Board of Trustees as per the procedures below, the purpose will be used as a criteria against which the application is assessed, the application form stating all the information that must be provided.

## **PROCEDURES**

1. **Denman Dip** This is on hold until the new Denman educational package is announced by NFWI.
2. **Ellingham/Timsbury Bursary**
  - 2.1. **Purpose:** To provide funding for a WI member to attend an educational course (up to a 2-day residential course). The educational purpose is to learn in detail, a new skill or develop further personal skills and knowledge (e.g. craft, cookery, public speaking, computer skills). The bursary cannot be used to pay for WI member's travel to the course.
  - 2.2. **Background:** The money is funded from the interest of an investment from monies from the now closed Ellingham WI and Timsbury WI.
  - 2.3. **Amount:** current funds available in 2025 are limited to £2000. Available funds will be reviewed annually.
  - 2.4. **Procedure:**
    - Any Hampshire member is eligible for this bursary provided they have not already received this bursary within the last 3 years.
    - The member may choose a course up to the value of £2000.
    - The winners are drawn at random (using MCS records) and announced at the Spring Council Meeting.
3. **Kay Dell/Eileen Greenway Memorial Bursary**

- 3.1. **Purpose:** Bursary for HCFWI Groups or Event Managers to run an educational event for Groups or a Federation event. There is no limit to what the educational activity may be, e.g., it could be, but is not limited to, computer skills, art, crafts, cookery, or corporate skills such as marketing, use of social media, or public speaking. The money can be used for the cost of the venue, tutors, light catering during the event. The bursary cannot be used to pay for WI members' travel or be used to fund a lunch or dinner for WI members.
- 3.2. **Background:** Kay Dell was a Federation Vice Chair and member of Hyden WI. Kay Dell and Eileen Greenway had a long-term involvement with Girl Guides. They both left a percentage of their estate to HCFWI. The HCFWI Board established this fund with the capital donated and agreed to make an annual bursary from the interest.
- 3.3. **Amount:** For 2025 funds available up to £2000. To be reviewed annually.
- 3.4. **Procedure:**
  - Application form to be submitted to the Board of Trustees stating the type or specific course they would like to apply for and reasons why, together with estimated costings, including financial quotes.
  - Any Group or Event Manager may apply
  - The event should be educational in the broadest terms and aim to include as many members as possible.
  - Travel and refreshments are not covered.

#### 4. Pam Toneri Bursary

- 4.1. **Purpose:** This bursary is awarded to Groups and WIs for promotional purposes only. "For promotional purposes" should be interpreted broadly, this can include, but is not limited to, physical printing for promotion, payment to attend promotional events (e.g., local fairs and events), etc. It can be used to improve knowledge of marketing and promotion as long as some of the money is used to implement the new knowledge (e.g., lessons on marketing and poster promotion, followed by printing and distribution of posters). The bursary cannot be used to pay for WI members travel to any promotional event or activity.
- 4.2. **Background:** This fund was established from a legacy left to HCFWI.
- 4.3. Applications will be considered, and funds awarded from the total funds available.
- 4.4. **Amount: For 2025,** funds available are up to £2000; part or all the amount can be applied for.
- 4.5. Travel costs and refreshments are excluded. To be reviewed annually.
- 4.6. **Procedure:**

Application form to be submitted to Board of Trustees stating what type or specific promotion will be undertaken, what it hopes to achieve, reasons why it is required together with estimated costings, including financial quotes.

#### 5. Joy Morgan Bursary

- 5.1. **Purpose:** To provide three bursaries for a course that, in the spirit of Denman and the friendships made there, allows WI members to learn new skills or explore new topics in a group. This bursary can be used to cover course or tutor fees and travelling expenses.
- 5.2. **Background:** HCFWI received a legacy from Joy Morgan who was a member of

Oliver's Battery WI. Joy was a big supporter of Denman and, using the legacy, will be able to offer three bursaries each year to be used for Denman courses for a WI. However, as Denman no longer exists Joy's executors have given their consent to broaden the criteria to include any course in the spirit of Denman.

5.3. **Amount:** 3x £100. To be reviewed annually.

5.4. **Procedure:**

- For each bursary a Hampshire WI will be chosen at random.
- All Hampshire WIs will be included in the draw, which will take place at the Spring Council Meeting.

## 6. Friendship Fund (Grant)

6.1. **Purpose:** To provide a fund from which a Hampshire WI can apply for financial assistance. Examples of types of application include, but are not limited to:

- A very small WI (less than 20 members) may apply for funds to pay for a specific speaker they would otherwise not be able to afford.
- A very small WI (less than 20 members) may apply to allow them to continue to meet where the hall charges have been raised significantly.
- A WI who, through no fault of their own, have suffered financially can apply for support for up to 6 months to allow the WI to fund raise to ensure its continuing survival.

6.2. **Background:** HCFWI is aware that a number of WIs, particularly those with few members, can struggle financially. A relatively small amount could make a big difference for a WI in temporary financial difficulty. The fund was created initially from HCFWI general funds, and individual WIs and WI members may donate money to this fund.

6.3. **Amount:** to be proposed by the applicant and is subject to funds available.

6.4. **Procedure:**

- A WI seeking support from the fund should apply by submitting an application form to the Board stating the reasons for the application, what the funds would be used for and proposed costs.
- The WI should attach the last 3 years' financial statements.
- The WI should talk to their WI Adviser who should state their support of the application.
- HCFWI BOT will review applications ensuring the following are in attendance for that discussion – Federation Treasurer or Assistant Treasurer, Chair of WI Advisers and a neutral WI Adviser (i.e., not the adviser supporting the WI applying).
- The following factors will be considered by the BOT during its review:
  - whether the Friendship Fund has sufficient funds available to meet the financial support requested;
  - what steps the WI has already taken to mitigate its financial position;
  - that the WI has not deliberately put itself into financial difficulty.
- The WI will be informed in writing about the outcome.
- If awarded, the WI will be asked to provide details on how the money was spent one year after the grant was awarded. Any remaining funds stay with the WI who may need to explain proposals for spending remaining funds.

Policy Owner	BOT
Created by	Hon Treasurer

Version Control	Date:	Change:
1.0	01/11/22	Policy First Approved
1.1	22/08/23	Draft Revision
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	31/08/2024	Revised Policy and Procedures - Funding