

Funding protocol



Purpose

Bruton Supports Ukraine (BSU) has some funds available, raised by donations from the local community. These funds will be used to support the activities of Bruton Supports Ukraine and the needs of local guests and hosts. This document explains the broad principles of what will or won't be funded by BSU and how to access funds.

Scope of Funding

BSU funds will be used to support the activities of BSU as defined in the group's Terms of Reference and in addition:

- to meet exceptional needs of local hosts and guests,
 - this includes a 'Hardship Fund' to which guests can apply for up to £300 per family to help with the costs of moving on from primary hosts and setting up in more independent accommodation. This is a discretionary fund and requests will be determined by James Hood and two other members of the Bruton Supports Ukraine steering group
 - this includes access to specific funding pots as agreed by the steering group (for example the £50 per head allowance for school shoes/footwear)
- to distribute grant funding secured from other organisations in line with relevant grant conditions
- to ensure that volunteering is accessible to all and that no community member is excluded from voluntary work by virtue of lack of finances,
- to help support guests with training, employment, education and necessary administration.

Where volunteers, hosts or guests ask for funding support, BSU will generally ask that they have explored other funding avenues or volunteer support before making a request. Funds should not be used when funding provided by central or local government should cover that purpose (e.g. to cover rent, food, etc.) and is realistically available in the time frame required, or if spending for a particular host or family would be preferential treatment.

Examples of appropriate funding:

| Example | Rationale |
|---|--|
| Reimbursement of mileage costs incurred whilst volunteering | BSU will cover mileage costs of transport for volunteers, whilst engaged in activities support BSU. In our rural area public transport is frequently not a realistic option. BSU is committed to ensuring all members of the community can support our efforts equally, without risk of excluding any for financial reasons. |
| Payment for a group activity arranged by BSU | BSU might provide financial support to guests/hosts to join an activity (such as a museum visit) arranged by BSU (as long as the BSU team had first tried to get venues to cover all costs) to ensure all hosts and guests are able to join activities equally. |
| Volunteer mileage to transport a large family to a Home Office appointment in Bath. | The Home Office will not meet these costs. For a large family where two vehicles are needed it would be unreasonable to expect the host to meet this cost, whereas it would not be for one car. |

Examples where funding may not be granted

| Example | Rationale |
|---------------------------------------|---|
| Financial support to buy guests a car | BSU would not providing funding for a car for guests. This is because the group simply does not have sufficient funds to offer this to every guest/host and will not support preferential treatment of any one guest or host. |
| Transport to school | This is an expense that falls on every family, and the County offers assistance for longer distances. |

Mechanics

- How to apply for funds

Any volunteer, host or guest seeking funding support should make the request in writing (email) to BSU, supplying reasonable evidence that the expense has been or is to be

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incurred. James Hood will lead the process of dealing with applications for funding.

- How BSU decides on whether to give funding

Before deciding on any award, BSU will consider its current funds on hand and whether the award would have a broader application than the request of the applicant (e.g. if we pay for school shoes for one child, do we have funds to cover and should we offer to pay for school shoes for all children supported by the group?). If funds do not allow for the same 'offer' to be made to all relevant hosts and guests, funding should not be awarded unless exceptional circumstances are demonstrated. This is to prevent any real or perceived differential treatment.

If a funding request comes from a member of the BSU team, that member will offer to exclude themselves from consideration of the request.

Small amounts – under £100. For small, day to day expenses or funding, James will ask for agreement of one other BSU group member before making an award.

Larger amounts – over £100. For larger amounts in line with the group's existing practices, that have been permitted before and/or in line with the group's policies the request will be determined by James Hood and one other steering group member. Other requests for larger amounts will be circulated to the full steering group and determined by James Hood and two other steering group members.

- Decisions will be reached within one week of any application for funds.
- How funding will be given out
Once agreed, funding will be made by bank transfer to the applicant (or relevant organisations, e.g. good company might pay a venue direct for hire charges).