

**Birmingham Ladies Barbershop Harmony Club**

**(Second City Sound)**

## **Education Grants Policy**

**Registered Charity Number 1153445**

## Education Grants Policy/Procedure

This purpose of this policy is to set out the principles, criteria and processes that govern how the Birmingham Ladies Barbershop Harmony Club, herein after referred to as Second City Sound (SCS) makes grants to chorus members. A grant is defined as a financial award SCS makes from its funds to support educational, charitable activities, usually to chorus members, but sometimes to other bodies or to individuals.

SCS is a registered charity number 1153445, benefiting particularly, but not exclusively, our commission areas, which are Birmingham and Warwickshire. SCS is governed by a board of trustees (referred to in this document as the committee).

The committee ensures proper governance of SCS's grant making principles, overseen by the committee and through published grant making criteria and procedures, which set out the activities the committee wish to support in furtherance of the SCS charitable objectives. These will be found at [www.secondcitysound.org.uk](http://www.secondcitysound.org.uk).

The principles which underpin the committees' governance of SCS' grant making take into account the scale and range of its grants and strike a balance between proper oversight of decision-making and responsive service for applicants. The committee has ultimate collective responsibility for all grant-making decisions in line with SCS's charitable purposes.

- The committee may assign certain decision-making responsibilities to its sub-committees and board members. Such delegated decisions are subject to scrutiny and review from time to time.
- The committee reserves the right to apply conditions to any grant.
- The committee also reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable, or would conflict with the SCS' stated policies or damage its reputation.

To ensure SCS's resources are used solely to further its charitable objectives, and so that it can report on the impact of grants, the committee normally expects that all grants will have one to three measurable objectives agreed at the beginning of the funding period as part of the grant offer:-

1. The allocation of available funds and the set criteria.
  - Requests that cannot be allocated to available funds or criteria will be rejected.
2. There will be an assessment to determine whether the request should be shortlisted for support or not.
  - Requests not shortlisted are rejected
3. Review of the assessment and recommendation by the panel and/or the committee,
  - Approval of the recommendation by the committee or the subcommittee acting with its delegated authority will be allocated.

Any member of the chorus who has demonstrated a clear commitment to SCS and attends as regularly as possible and who will benefit themselves and the chorus can apply using the stated process. The **Educational Grant Application Form** can be seen on our website at [www.seconddcitysound.org.uk](http://www.seconddcitysound.org.uk). Paper application forms are available from the Chair or Secretary.

The committee will consider other types of support in the case of genuine financial difficulty providing this support will benefit the chorus member and the chorus. This will be agreed or not on an individual basis and must be manageable. The **Additional Support Application Form** can also be seen on the web site.

You will need a supporting letter or note from one of the following:- the Music Director, Assistant Director or your Section Lead for either Grant.