SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

GRANT MANAGEMENT

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Document Owner	SAMA (82)
Ratifying Body	Board Of Trustees
Policy Lead	Brian Sherrington
Available (upon approval) to	Members and Volunteers
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POLICY CONTEXT & REQUIREMENT

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring grants are managed effectively and efficiently in line with organisational objectives.

Version Control				
Version	Author	Status	Date	Change Detail
2.0	Andrew Lockett	Implemented	11/06/2024	N/A
2.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. **Introduction**

1.1 SAMA 82 has four grant giving facilities built into its objectives. This document provides the arrangements for inviting, assessing, providing, and reviewing the provision of grants to individuals and groups.

1.2 In situations where the provision of a grant is relevant to the trustees on a policy basis or, because of the nature and implications of the grant, then the trustees as a body should assess and make the decision over the grant application.

1.3 Compliance checks on SAMA 82 grant giving could be triggered by a trustee, member, or beneficiary or possibly a member of the public.

1.4 To answer such a challenge, we would need documented procedures and suitable records that demonstrate that we have addressed and complied with charity law in the use of donated resources and that these meet the public interest criterion requirement that is central to charity activities.

1.5 It is trustees / directors who shoulder this responsibility.

2. **Grant giving objectives**

2.1 To relieve serving and former members of the armed forces and the Merchant Navy and their dependents, who served in the 1982 Falklands conflict who are in need by virtue of hardship, sickness, or old age by:

- 2.1.1 making grants of money to them or,
- 2.1.2 providing or paying for goods, services, facilities, or assistance for them or,
- 2.1.3 making grants of money to other persons or bodies who provide goods, services, or facilities to those in need or,
- 2.1.4 sponsoring return visits to the Falkland Islands for those in need of relief from trauma or distress caused by their involvement in the 1982 Falklands conflict.

2.2 Sections 2.1.1 to 2.1.3 are similar in outcomes and can be grouped together.

2.3 Section 2.1.4 is entirely different and relates not only to the giving of grants but for the sponsorship costs.

3 **The process management for grants, not requiring Trustee involvement**

3.1 The process shall be carried out by a sub-committee appointed by the board of trustees to a prescribed process defined in this document.

3.2 Applications are received in various forms for various sums and have a variety of merits.

3.3 A standardised information process shall be used to collect information.

- 3.3.1 Applications would normally be through a recognised agency dealing with veterans such as SSAFA or RBL.
- 3.3.2 Applications for financial support will only be considered if they are supported by a formal Form A where the financial situation of the applicant is laid out fully.

3.4 The sub-committee shall be formed by trustees from volunteers. The lead shall be taken by a trustee and the remainder of the sub-committee may be from trustees, employees, and members.

4 **The basis for any grant should be:**

4.1 an assessed need,

4.2 an inadequacy of self-funding,

4.3 family support assessment.

4.4 security of tenure in existing accommodation.

4.5 supported information confirming beneficiary status,

4.6 requirement within the funding limits set by trustees (updated periodically).

4.7 sufficient information to support the case in a recordable format.

4.8 health status.
4.9 feedback to the sub-committee on the effective use of the grant money.

5 Summarising the outcome of the assessment and data protection

5.1 The committee (normally the chair) shall summarise the findings identified in section 4 without including the detailed information contained in the SSAFA collected information (or similar detailed information). This summarised information should be suitable for the office & treasurer to retain as follows:
- 5.1.1 office in accordance with 'Policy 15 Records Retention and Destruction',
- 5.1.2 Treasurer for six years for the purpose of the accounts.

5.2 Once the decision by the committee has been taken, all personal records of the applicant should be deleted by the committee.
- 5.2.1 The SAMA 82 office will retain the full details and treat in accordance with section 9.2.

6 Assessment

6.1 The sub-committee makes recommendations to the Treasurer who finally approves and issues funds.

6.2 For the grant application to be successful there must be unanimous agreement at the grant sub-committee stage.

6.3 Where there are disagreements, the matter is to be decided by majority vote of the committee plus the chairman.

6.4 Most of this work will be conducted through electronic means.

7 Grant budgets

7.1 The grant committee sets yearly budget limits.

7.2 For sections 2.1.1 to 2.1.3 collectively:
- 7.2.1 an annual limit of £10,000 (2024 then reviewed annually),
- 7.2.2 with no individual grant exceeding £2000. (2024 then reviewed annually),
- 7.2.3 an annual limit of £6,000, for sponsorship including office costs (2024 then reviewed annually).
- 7.2.4 and £4000 for grants (2024 then reviewed annually),
- 7.2.5 Individual grants shall not exceed £1500 (2024 then reviewed annually),
- 7.2.6 The grant system requires some costed office work, and this should not exceed £4000 in any one year (2024 then reviewed annually),

7.3 The trustees have the power to over-rule the limits above in suitable cases.

7.4 No grant case award shall be grounds for the justification of other or similar grants.

8 Definitions

8.1 Grants – money given to individual or group beneficiaries to address the problem of hardship, sickness, old age and/or therapeutic relief from a visit to the Falkland Islands.

8.2 Sponsorship – the time, money and trouble taken by the association to enable a person in need, as defined in the objectives, to make use of the support the association may provide or the support that may be available.

8.3 Group applications: These will be assessed by the grant committee, but each member of the group needs to qualify in all aspects of the requirement.

9 Grant Sub-committee Guidance

9.1 The sub-committee is to gather sufficient information and supporting evidence to enable the committee to justify or deny the request.

9.2 The detailed information and evidence shall be recorded and retained for a limited period – see **'**Policy 12 Data protection arrangements', 'Policy 15 Records Retention and Destruction' and section 5 of this document.

9.3 The full data may be provided to the Chairman, Treasurer, and members of the grant committee only.
9.4 The sub-committee participants shall examine and discuss, mainly by email, the information for and against providing a grant.
9.5 To provide a grant a unanimous agreement is needed.
9.6 Where there is a unanimous agreement, the sub-committee informs the chairman and asks the treasurer to provide the funds.
9.7 Where there is division both the chairman and the treasurer are brought into the vote and the grant is given based on a majority vote.
9.8 Personal data shall be stored and protected in accordance with data protection laws and the association's data protection guidance.
9.9 Extended storage of the summary record shall be undertaken under legitimate interest for the office copy and that held by the chairman of the grants committee and under legal obligation for six years for the accounts.

10 Dependants

10.1 On receipt of an application for a grant on behalf of or by a person who claims to be a dependant of a conflict participant, the grant committee shall examine the facts and information provided and make a judgement as to whether such a grant is justified.
- 10.1.1 In examination of the facts the level of dependency, closeness of the relationship, length of the relationship and the level of support available from elsewhere shall be considered, together with any other relevant information.
- 10.1.2 Where a grant is justified and provided, it cannot be used as justification for any other subsequent applications from anyone since these are awarded on individual merit which is not comparable.
- 10.1.3 The grant committee must be unanimous in its decision otherwise the application is to be passed to trustees to decide on a majority vote.

10.2 For guidance the following are normally declined a grant:
- 10.2.1 a foster father or mother, a father, mother, sibling or adopted sibling, a grandparent,
- 10.2.2 an uncle, aunt, nephew, niece however far removed,
- 10.2.3 a person who is not a blood relative unless legally adopted,
- 10.2.4 a child or legally adopted child beyond the age of 18 unless that claimant is so incapacitated that the claimant remains dependent on the South Atlantic veteran,
- 10.2.5 a partner or spouse who became so after the 31 December 1986,
- 10.2.6 a grandchild, great grandchild, and other lower descendants,
- 10.2.7 a child of a marriage, partnership or civil partnership made after the 31 December 2000,
- 10.2.8 a divorced former spouse or partner no longer in partnership.

10.3 The most likely cases to be successful are the following:
- 10.3.1 a person who is dependent upon a South Atlantic veteran (conflict participant) for their basic life requirements at the time of application for support, and be one of the following:
  - 10.3.1.1 a spouse or partner who commenced their formal relationship with the South Atlantic veteran before 31 December 1986 and which relationship remains in existence at the time of an application.
  - 10.3.1.2 a child of a South Atlantic veteran or a child adopted by a South Atlantic veteran born before the 31 December 2000 who through being a person with lifetime illness or incapacity remains dependent on a South Atlantic veteran at the time of the application.

11 Emergency Money provision

11.1 In cases where personal circumstances lead to a beneficiary needing cash quickly to prevent the beneficiary being destitute the following arrangements shall be in place:

11.1.1 following contact with the office or other member of the association a check is set in motion to ensure that the contact is a genuine beneficiary in urgent need of resources to get the beneficiary through the next 48 hours.

11.1.2 once established the secretary, chairman or treasurer take action to transfer money into the claimant's accessible bank account using the fastest possible method.

11.1.3 the first transfer should be no more than £200 and subsequent transfers of £100 to a maximum of £300 is allowed on subsequent days.

11.2 the grants sub-committee are to review the grant process and ensure that the justification was sufficient, and the money was properly needed and spent for the purpose of the emergency.

12 Example grant summary form

<table>
<tr><td colspan="4">Grant Report Statement number 2024/</td></tr>
<tr><td colspan="2">Name of Recipient:</td><td colspan="2">Unit Served:</td></tr>
<tr><td colspan="2">SAMA Grant Amount:</td><td colspan="2">Date of Grant (payment date):</td></tr>
<tr><td colspan="4">Fund Transfer Details: Name on Account, Sort Number, Account Number:</td></tr>
<tr><td colspan="4">Purpose of Grant:</td></tr>
<tr><td colspan="4">Domicile:</td></tr>
<tr><td colspan="4">Other contributors:</td></tr>
<tr><td colspan="2">Medal Holder:</td><td colspan="2">Identified needs:</td></tr>
<tr><td colspan="2">Previous grant applications made:</td><td colspan="2">Describe if known</td></tr>
<tr><td colspan="4">Response from recipient:</td></tr>
<tr><td></td><td>Date done</td><td colspan="2" rowspan="7">Decision summary/Sum awarded</td></tr>
<tr><td>Grant Committee 1</td><td></td></tr>
<tr><td>Grant Committee 2</td><td></td></tr>
<tr><td>Grant Committee 3</td><td></td></tr>
<tr><td>Treasurer</td><td></td></tr>
<tr><td>Office</td><td></td></tr>
<tr><td>latest update to form:</td><td></td></tr>
</table>

Data protection: All stored personal data justifying this grant except this document to be expunged from storage media with a positive feedback from recipients immediately after award granted/declined. . This will include emails containing personal data in excess of data held in this form.