

Charitable Donations Policy

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Policy Statement

St Edmund's College is committed to promoting the growth and development of its students, and will support charitable initiatives that enhance the College's student experience and contribute to the College's overall mission by providing funding to those activities that will provide direct benefit to students of the College.

This policy exists to provide a clear distinction between any donation made to support such charitable endeavours, versus other categories of funding awarded by the College (including but not limited to student awards and funding administered by the College's Tutorial Office).

The College recognises that a structured approach to the receipt and assessment of funding applications will ensure that any risks associated with supporting any activities will be minimal, and to that end, has developed criteria and procedures that dictate the end-to-end process.

1. Purpose

- 1.1 The objective of this policy is to establish a clear set of guidelines, principles, and procedures that outline how St. Edmund's College ('the College') makes charitable donations.
- 1.2 The term "charitable donation" pertains to a monetary disbursement made by the College to support such charitable endeavours as defined in Section 3.1.

2. Principles

- 2.1 The Charitable Award Panel ('the Panel') exists to assess and deliberate on any application for funding with potential to provide direct benefit to current students at St Edmund's College.
- 2.2 The Panel is comprised of the following members:
 - Head of College Services
 - Representative from the Development Team
 - Governance, Risk and Compliance Manager
 - Head of Tutorial Operations
 - Executive Assistant (Secretary to the Panel)
- 2.3 Decision-making is made in line with the College's charitable purposes and strategic objective, and is centred around the following principles:

Direct benefit to St Edmund's students

Any charitable donation must directly benefit current students at the College by providing them with opportunities for personal and academic growth.

Supporting College goals

Charitable donations should align with the goals and values of the College:

Integrity
Inclusivity
Open-mindedness

Fairness and objectivity

The selection process has been designed to be fair, objective and aligned with the values of the College.

3. Funding

3.1 The Panel will give preference to applications from the following, in order of priority:

- Other University of Cambridge student-led organisations and events which will directly involve or benefit St Edmund's students.
- Externally initiated events or projects with potential to involve or benefit St Edmund's students (for example, activities geared towards mature students, postgraduates, or international students).

3.2 The Panel will not support:

- Individual endeavours (including but not limited to student fees, living costs or medical electives).
- Any request for funding which has already been made to the St Edmund's Tutorial Office.
- Activities or initiatives whose direct beneficiaries do not include students of St Edmund's College.
 - Fundraising, in any form, for a charity with no links to the College.
 - Any activity not aligned with the College's objectives.
 - Any activity likely to cause reputational damage to the College.
 - Organisations that discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
 - Activities that have already taken place.
 - Business operating costs, including salaries and overheads.
 - The repayment of loans or the payment of debts.
 - For-profit organisations.
 - Requests from applicants who have already been awarded a charitable donation in the current academic year (unless in exceptional circumstances).
 - Organisations that do not have their own bank account.

4. Donation size

4.1 A maximum of £200.00 shall be awarded to any recipient.

4.2 In the event that there is an insufficient number of qualified recipients to receive funds in a given year, any unallocated budget will not be carried over for use in subsequent years.

5. Requests for Further Information

5.1 The College may at any time request further information from the applicant where the College feels it does not have adequate information to assess and deliberate on an application.

5.2 If the College does not receive the information requested within a reasonable timeframe, the College reserves the right to refuse the application.

6. Monitoring Forms

6.1 Where funds are awarded and the event has taken place, the College will issue a monitoring form with the intention of gathering information on the event and its benefit to students of St Edmund's College.

6.2 Failure to return a monitoring form within a reasonable timeframe will adversely affect any future applications for funding under this policy.

7. Clawback and Repayment

7.1 Repayment of all or any part of the charitable donation is required if:

1. The activity for which the donation was made does not proceed;
2. Funds remain unused when the activities have been completed; or
3. The charitable donation is used for a purpose other than what was agreed.

8. Variation to this policy

The Charitable Award Panel may vary the terms of this policy from time to time.