



# Financial Assistance Policy

*Part of the BYO Governance and Compliance Policy Suite*

---

Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.  
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU

# CONTENTS

1. Introduction .....	1
2. Scope and Purpose .....	2
3. Eligibility Criteria .....	3
4. Types of Financial Assistance .....	4
5. Application Process .....	5
6. Decision-Making Framework .....	6
7. Oversight and Governance .....	7
8. Record Keeping and Monitoring .....	8
9. Appeals Process .....	9
10. Related Policies .....	10

Document Details	Policy
Policy Title	Financial Assistance Policy
Version	1.0
Effective Date	08 July 2025
Review Date	08 July 2026
Owner	Britannia Youth Organisation CIC
Approved By	Hassan Kingsley, Governor
Cross-References	Code of Conduct Policy, Anti-Bribery and Corruption Policy, Safeguarding Policy Framework, Equality, Diversity and Inclusion Policy, Complaints Policy

## 1. Introduction

The Britannia Youth Organisation is committed to relieving financial hardship and supporting young people to develop their full potential. This Financial Assistance Policy establishes clear, fair, and transparent procedures for providing financial support to individuals in need, ensuring appropriate use of funds and preventing favouritism or misuse of resources.

This policy aligns with our charitable objects and ensures that financial assistance decisions are made consistently, equitably, and with proper oversight to maintain the highest standards of governance and accountability.

**Important Note:** This policy must be read alongside our Code of Conduct Policy and Anti-Bribery and Corruption Policy to ensure all personnel understand their responsibilities regarding financial assistance decisions.

## 2. Scope and Purpose

### Scope

This policy applies to all:

- Staff members involved in assessing or approving financial assistance
- Volunteers participating in support programs
- Board members and governors with oversight responsibilities
- Service users seeking financial assistance
- Partner organisations referring individuals for support

### Purpose

The purpose of this policy is to:

- Establish clear criteria for financial assistance eligibility
- Ensure transparent and fair decision-making processes
- Prevent conflicts of interest and favouritism
- Maintain appropriate oversight and accountability
- Safeguard BYO's resources and reputation
- Comply with charity law and regulatory requirements

### Application

This policy covers all forms of financial assistance provided by BYO, including but not limited to:

- Direct cash payments to individuals
- Payment of bills, fees, or services on behalf of individuals
- Purchase of equipment, clothing, or educational materials
- Transportation costs and travel expenses
- Emergency financial support

## 3. Eligibility Criteria

### Primary Eligibility Requirements

To be eligible for financial assistance, individuals must:

- Be experiencing genuine financial hardship
- Be unable to access support through other statutory or voluntary sources
- Demonstrate that the assistance will directly address their identified need
- Agree to provide necessary information to assess their situation
- Consent to appropriate monitoring and evaluation of support provided

### Priority Groups

Priority will be given to:

- Young people aged 16-25 facing barriers to education, training, or employment
- Families with children experiencing temporary financial crisis
- Individuals at risk of homelessness or housing instability
- Care leavers requiring support for independent living
- Young people with disabilities requiring additional support
- Those facing barriers due to protected characteristics

### Exclusions

Financial assistance will not normally be provided for:

- Debts incurred through gambling or substance misuse
- Luxury items or non-essential purchases
- Ongoing rental payments (except in exceptional circumstances)
- Legal fees or fines
- Individuals who have previously misused BYO support
- Situations where statutory support should be available

## 4. Types of Financial Assistance

### Emergency Support (up to £200)

- Immediate financial crisis intervention
- Food, utilities, or essential items
- Single payment with simplified assessment
- Maximum two awards per individual per year

### Educational Support (up to £500)

- Course fees, training costs, or examination fees
- Educational equipment, books, or materials
- Transportation to educational institutions
- Childcare costs related to education/training

### Employment Support (up to £300)

- Work clothing, uniforms, or equipment
- Transportation costs for job interviews
- Professional qualifications or licensing fees
- Technology for remote working or job searching

### Housing Support (up to £1,000)

- Rental deposits or advance payments
- Essential furniture or household items
- Utility connections or emergency repairs
- Temporary accommodation costs

### Exceptional Circumstances (up to £2,000)

- Complex situations requiring significant intervention
- Multiple support needs requiring coordinated response
- Requires approval from Govenour
- Full case review and ongoing monitoring required

## 5. Application Process

### Initial Assessment

1. **Referral Received**
  - » Self-referral by individual
  - » Professional referral from partner agencies
  - » Internal referral from BYO staff/volunteers
2. **Preliminary Screening**
  - » Basic eligibility check conducted
  - » Urgent needs identified and prioritised
  - » Appropriate assessment pathway determined

### Application Requirements

#### Applicants must provide:

- Completed application form with full contact details
- Evidence of financial hardship (bank statements, benefit letters, etc.)
- Proof of identity and residence
- Supporting information from referrer (if applicable)
- Consent for information sharing and monitoring

### Assessment Process

1. **Initial Review** (within 2 working days)
  - » Application completeness check
  - » Urgent needs assessment
  - » Assignment to appropriate assessor
2. **Detailed Assessment** (within 5 working days)
  - » Financial circumstances review
  - » Alternative support options explored
  - » Risk assessment completed
  - » Recommendation formulated
3. **Decision Making** (within 7 working days)
  - » Application reviewed by decision-making panel
  - » Decision communicated to applicant
  - » Payment arrangements confirmed (if approved)

### Emergency Procedures

#### For urgent cases requiring immediate support:

- Emergency assessment within 24 hours
- Temporary support up to £50 may be provided pending full assessment
- Full application must be completed within 5 working days
- Emergency decisions require two senior staff signatures

## 6. Decision-Making Framework

### Decision-Making Panels

#### Level 1: Up to £200

- One qualified staff member and Governor
- Must include one senior staff member
- Decisions recorded with clear rationale

#### Level 2: £201-£500

- Two panel members including Governor
- Written decision summary required

#### Level 3: £501-£1,000

- Governor and two Board members
- Full case presentation and discussion
- Detailed written justification required

#### Level 4: Over £1,000

- Governor and three Board members
- Comprehensive monitoring plan established

### Decision Criteria

All decisions must consider:

- **Necessity:** Is the support genuinely needed?
- **Appropriateness:** Is this the right type of assistance?
- **Effectiveness:** Will it achieve the intended outcome?
- **Proportionality:** Is the amount appropriate to the need?
- **Sustainability:** Will it create dependency or enable independence?
- **Value for Money:** Is this the most cost-effective solution?

### Conflicts of Interest

Panel members must declare any conflicts of interest and withdraw from decisions where:

- They have a personal relationship with the applicant
- They have a financial interest in the outcome
- They have previously been involved in the case
- Any other situation that might compromise objectivity



## 7. Oversight and Governance

### Financial Controls

- All payments require two authorised signatures
- Maximum individual payment limits apply to all staff levels
- Monthly expenditure reports provided to Board
- Annual independent audit of financial assistance program
- Segregation of duties between assessment and payment functions

### Monitoring and Review

- Monthly case review meetings with senior staff
- Quarterly program evaluation and impact assessment
- Annual policy review and effectiveness evaluation
- Regular training updates for all decision-making staff
- External evaluation every three years

### Board Oversight

The Board of Directors will:

- Approve annual financial assistance budget
- Review quarterly expenditure and impact reports
- Oversee policy implementation and compliance
- Investigate any concerns about misuse or irregularities
- Ensure program alignment with charitable objects

### Safeguarding Integration

Financial assistance decisions must consider:

- Safeguarding implications for vulnerable individuals
- Risk of financial exploitation or abuse
- Information sharing requirements with statutory agencies
- Protection of personal and financial information
- Appropriate support for decision-making capacity

## 8. Record Keeping and Monitoring

### Documentation Requirements

For each case, records must include:

- Complete application and supporting evidence
- Assessment notes and decision rationale
- Payment authorisation and receipt confirmation
- Monitoring visits and outcome evaluation
- Case closure summary and lessons learned

### Data Protection

All records will be:

- Stored securely in compliance with GDPR requirements
- Accessed only by authorised personnel on need-to-know basis
- Retained for minimum 7 years after case closure
- Anonymised for research and evaluation purposes
- Destroyed securely when retention period expires

### Impact Monitoring

BYO will track:

- Number and types of applications received
- Approval rates and reasons for refusal
- Demographics of supported individuals
- Outcomes achieved and sustained impact
- Cost-effectiveness and value for money
- Feedback from service users and partners

### Reporting

- Monthly statistics to senior management
- Quarterly impact reports to Board
- Annual program evaluation and recommendations
- External reporting to funders and regulatory bodies as required

## 9. Appeals Process

### Grounds for Appeal

Appeals may be submitted on the following grounds:

- Procedural errors in the assessment process
- Failure to consider relevant information
- Decision not supported by available evidence
- Discrimination or bias in the decision-making
- New information not available at time of original decision

### Appeal Procedure

1. **Initial Appeal** (within 10 working days of decision)
  - » Written appeal submitted with supporting evidence
  - » Review by senior staff member not involved in original decision
  - » Response provided within 10 working days
2. **Final Appeal** (within 10 working days of initial appeal response)
  - » Appeal to independent panel including external member
  - » Full case review and hearing if required
  - » Final decision within 15 working days

### Independent Review

For complex cases or persistent concerns:

- External independent reviewer may be appointed
- Full case file review and stakeholder consultation
- Binding recommendations for policy or practice improvements
- Costs met by BYO to ensure accessibility

## 10. Related Policies

This policy should be read alongside:

- Code of Conduct Policy
- Anti-Bribery and Corruption Policy
- Safeguarding Policy Framework
- Child Protection Procedures
- Adult Safeguarding Procedures
- Equality, Diversity and Inclusion Policy
- Data Protection Policy
- Complaints Policy
- Whistleblowing Policy
- Recruitment, Selection and Onboarding Policy

**Document Control:**

- This policy will be reviewed annually or following significant incidents
- All changes must be approved by the Board of Directors
- Staff and volunteers will receive training on any updates
- This policy forms part of BYO's comprehensive governance framework

**Reviewed by:****Hassan Kingsley***Date: 08/07/2025**Next Review Date: 08/07/2026*

*This policy forms part of BYO's commitment to safeguarding and should be read alongside our complete Safeguarding Framework.*

*Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.  
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU*