

THE BLOSSOM DEVELOPMENT TRUST



Helping children and young people
with special and additional needs on the journey towards independence,
self-worth and a fulfilling, happy life.

Charity Grant Management Policy and Procedures

Purpose:

To ensure grants and bursaries are awarded fairly, transparently, and in line with charitable objectives.

Policy:

- Families apply by email with details of requested support.
- Requests assessed against objectives and availability of funds.
- Grants only awarded if purpose aligns with charity and funds are available.

Procedure:

- At least two trustees review and approve applications.
- Decisions recorded in the grant application form with date, applicant signature, trustee's signatures, purpose, and amount granted.
- Payments made to providers where possible; receipts/invoices retained.
- Trustees review grant usage annually; summary included in annual report.
- Policy reviewed annually or sooner if required.