

## **Our Grant giving Policy**

### **Who we are**

Friends of Freetown is a UK based, grant giving trust working to benefit the people of Sierra Leone. We were created in 2010 to raise and distribute funds to support projects in Sierra Leone.

Friends of Freetown is a UK registered Charitable Incorporated Organisation. Registered Charity Number: 1165635

The Trust is run entirely by volunteers, allowing all donations received to be put to work in Sierra Leone. As we are a small charity, we also routinely work in partnership with other organisations.

### **Our aims**

The objectives of the charity are to make grants or purchase resources for charitable purposes to:

■ Reduce poverty

and/or ■ Relieve sickness

and/or ■ Advance education

These three aims govern all activities and grant-making decisions.

### **Who can apply for a grant**

We only make grants to support projects within Sierra Leone that fulfil one or more of the aims listed above. Except in exceptional circumstances, our grants will be directed through a charitable organisation or recognised social enterprise, rather than paid to a specific individual.

### **How to apply for a grant**

There are two routes:

1. *For existing partners:* All projects we work with will be assigned a Trustee as a main contact. All requests for funding (whether ongoing or as a one-off) should in the first instance be directed to this Trustee, who will submit an application to the Board of Trustees on their behalf.
2. *For new potential partners:* To make an application, please email [fof@friendsoffreetown.org.uk](mailto:fof@friendsoffreetown.org.uk). We will send you an application form to submit, asking for details of your project/work and asking you to demonstrate how this fulfils the aims of the charity.

We will aim to acknowledge receipt of all applications within 7 days.

### **Making decisions on a grant**

Friends of Freetown is a small charity and is only able to consider grant requests for moderate sums.

When an application is received, the request will be considered by the Trustees. In order for a grant to be approved, assent is required either by five members of the finance committee or by the majority of the Trustees at a quorate Trustee meeting.

Where an application is refused, the applicant will be informed in writing or via email along with the reason for refusal.

### **Contact details**

To discuss the details of this policy further, please email [fof@friendsoffreetown.org.uk](mailto:fof@friendsoffreetown.org.uk).

### **Privacy and Data retention**

Please refer to our *Privacy and data retention policy*.