

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 straight to work in Sierra Leone. As we are a small Trust, we also routinely work in partnership with other organisations on larger projects (for example we worked with Wherever the Need to build a maternity clinic in Gbongay village).

Our aims

The objectives of the Trust are to make grants for charitable purposes based on need and merit to:

- Reduce poverty
- Relieve sickness
- 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, who 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. 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 Trust.

We will acknowledge receipt of all applications within 7 days.

Making decisions on a grant

Friends of Freetown is a small Trust 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.

Privacy and Data retention

All information provided by grant applicants and recipients will be retained by Friends of Freetown for accountability and record keeping purposes. Friends of Freetown is committed to keeping personal data secure. Personal data will be anonymised before being shared with third parties unless permission has been granted to share personal data for a specific purpose (for example, if fundraising to pay for an

individuals' school fees or medical treatment). In certain circumstances we may request permission to use photographs for publicity and fundraising purposes.