



Charity Support Fund Policy

About this policy

The aim of this policy is to allow Childbase Partnership to support such charitable causes as is appropriate but does not include any form of sponsorship.

The purpose of the Charity Support Fund is to assist employees who would like to support other charities that lie outside the Childbase Company Charity of the Year.

Such charities would typically be one that effects the applicant, a member of staff, a child in our care, a neighbourhood initiative that has an effect/ impact on one of our settings, or global charity appeals or fundraising.

Procedure

To apply for charitable support, an employee must complete the Charity Support Application Form which is located on MyChildbase/Company.

This form will need to be completed with as much information as possible about the charity and include a registered charity number, if applicable, and financial details.

Applications are researched and reviewed by the Charity Support Fund Panel which aims to complete the required processes as quickly as possible. Verification, where appropriate, may take up to 10 working days.

The applicant will be updated on the progress of the application and informed of the decision. If the application is rejected a reason will be provided. There is no appeal process.

Eligibility

An employee is entitled to apply to the Charity Support Fund for a charitable grant unless they have:

- Served notice of resignation
- Received notice from Childbase terminating their employment





Outcome

In deciding whether or not to provide assistance, The Charitable Support Fund Panel may consider:

- The employee's level of active support or demonstrable commitment to the charity for whom they are seeking support.
- The direct relevance to the Nursery / Head Office in supporting a staff member, a child in our care, appropriate local community initiative, or relevant National fundraising initiative.
- Number of applications and/or grants made to that charity in the previous 12 months.
- Number of grant applications to the Fund made by that applicant in the previous 12 months.
- Extenuating circumstances.

Childbase Partnership retains the right to vary the terms of the policy as required, to terminate it without notice and to exclude employees from participating in it.

The grant amount awarded is at the absolute discretion of the Charity Support Fund Panel.

Charity Support Fund Panel

The Charity Support Fund Panel includes members of the Charity Department and a member of the HR department. In the event of annual leave, a Regional Director or suitable alternative member of the HR team will be called on as a substitute.

