

INSTITUTE OF BREWING & DISTILLING

FINANCIAL REGULATIONS – F12 GRANT POLICY

IBD Grant Policy

INTRODUCTION

The IBD requires a clear and documented trail for all grants. This includes contracts, application forms and traceability on how any grant is approved and used.

This policy covers grants to individual members and outlines the management of grant application and awarding. In addition, it covers the financial controls required to maintain its legal and charitable status obligations. The policy is approved and managed by the Board of trustees with any delegation of authority recorded in the IBD Scheme of Delegations.

All grants the Trustees or their delegated person, choose to make will be from general reserves which is made up of trade income gift aided (without restrictions) and/or surpluses arising from its charitable activities. In any year that a grant is made, a designation to support this agreement should be reflected in the financial statements.

Sponsorships

Any support we provide to fund students to undertake IBD qualifications are termed as “sponsorships” which includes both bursaries and scholarships and are covered under a separate policy/procedure as these sponsorships are funded by restricted funds and/or funded by third party. This process is directly managed by the CEO. These are managed using the existing documented processes. These sponsorships do not require any further designation from general reserves unless the Charity wishes to supplement the sponsorships from general reserves in addition to those funded via the restricted funds or monies specifically raised for this purpose.

Terms of reference –Section Grants Committee

The Trustees will allocate to a Section, funds available to sponsor activities to further the aims and objectives of the IBD. These terms of reference provide the guidelines on the process as well as the financial controls in place to ensure compliance with both legal and charities requirements. The level of funding will be agreed annually by the board through the Finance and Audit committee and communicated to the sections at a council meeting.

Activities eligible for funding by the Section grants sub-committee are listed in appendix – eligible grants. If a new criterion arises then this requires to be approved by the Board through delegation to the Finance and Audit Committee. (Note that funds used for normal section operating expenses are not covered by the grants sub-committee.)

Scope of Section Grants Sub-Committee (GSC)

The Section Grants Sub-committee has the following functions:

To assess all applications for funding and to recommend to the IBD Section Committee which applications should be successful.

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The Board at its meeting on 21 September 2022 agreed that sections would have available £5000 in each financial year (Jan – Dec). Each grant can be agreed locally providing it does not exceed £500 per grant application and meets the requirements outlined in this policy. If the section receives a grant that would exceed either of these limits then the application would be forwarded to the CEO who will take to the Finance & Audit committee as outlined in the process section below.

To identify the terms under which grants should be awarded, (eg funded research work reported at subsequent IBD events/conferences.)

To promote or invite applications to the Section grant fund.

To ensure, in collaboration with IBD Finance and Audit sub-committee, that funded work complies with the IBD's charitable status.

(Note a draft application form is included at the end of this document.)

To monitor the amount of grants provided in each financial year.

Grant Sub-committee Structure

The Grant Sub-committee will be comprised of 3 office bearers and 3 section members as follows:

Chair - Section Vice-Chairman

Immediate Past Section Chairman

Section Secretary

Three members of the Section committee or co-opted members.

Membership of this committee would be limited to 2 years except for the Section Secretary.

Application Process

Applicant downloads application form from web-site

Applicant completes the application form and sends to secretary

1. Secretary acknowledges application
2. Secretary registers application in central application register, giving it a unique number – Section-year-sequence number eg Sco2022001
3. Application scanned into system
4. Secretary informs Chair of the committee of application
5. Chair circulates committee to inform them of application.
6. Committee complete relevant sections on application register.
7. Chair reviews application and arranges for additional information if needed.
8. Chair decides based on committee comments to approve, recycle or not approve.

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If amount is within delegated limit

9. Chair communicates decision to Applicant along with any specific conditions
10. Chair informs Section Treasurer of decision
11. Treasurer informs Financial Office who will arrange payment by bacs directly to applicant bank account

OR if amount is above delegated limit

12. Treasure refers application to Finance & Audit sub-committee
13. F&A confirms approval, recycle or not approved
14. F&A informs Chair who then completes stage 9 -11

Target time for process is 4 weeks from Stage 1 – Stage 11, however allowing for holidays etc, can be longer.

The deciding factor is whether the proposal meets the charitable aims of the IBD - to further education in brewing & distilling. The rational for the decision and the check against the approved eligible activities must be recorded in the application register.

Audit procedure

The process will be audited by the Board of Trustees at least annually. This is delegated to the CEO and the Financial Officer. Results and actions from the audit will be reported to the F&A sub committee at their next meeting. The F&A in turn will notify the Board at the next Board meeting of the audit being complete and will present any upgrades to the policy following from the audit for approval.

The CEO/FO will modify the policy and any documentation and notify the Sections of the change.

Supporting documentation

Application Form

Grant application register

Approved grant categories