

Member Grant Scheme — Plain language version does not form part of the agreement

## Who can apply?

You can apply if:

- you're a current member of the Charity, and
- you've been active in the last six months (volunteering, organising events, fundraising, or promoting the Charity).

Trustees can apply only if allowed under our rules and they must follow conflict-of-interest procedures.

## What can the grant pay for?

You can use the grant for things that help the Charity's work, such as:

- materials for a project,
- venue hire, equipment,
- training, a nominal, discretionary honorarium,
- outreach or awareness activities,
- reasonable travel costs.

You cannot use the grant for:

- personal benefit,
- political campaigning,
- paying personal debts,
- anything that breaks the law or our policies.

How to apply

## Fill out the Member Grant Application Form and include:

- your details,
- what you've done for the Charity recently,
- what you want to do,
- how it helps the Charity,

- your budget.

Submit it by the deadline.

### **How decisions are made**

A small committee (or the board) reviews applications based on:

- how well the idea supports the Charity's goals,
- your recent involvement,
- value for money,
- available funds.

### **If you get a grant**

You must:

- sign a short Grant Agreement, and agree to terms and conditions,
- use the money only for the approved activity,
- keep receipts,
- send a short report within six weeks of finishing,
- return any unspent money.

### **Using AI tools**

You can use tools like ChatGPT to help write your application, but:

- you must not copy AI text word-for-word,
- you must check everything for accuracy,
- you must say clearly if you used AI.

### **Important legal bits**

- The grant does not make you an employee.
- You are responsible for any tax on the grant.
- The Charity is not responsible for problems caused by how you use the grant.
- If the grant is misused, we may ask for the money back.