



DONKEY BREED SOCIETY

*The Charity Working For All Donkeys*

## ***The Educational Fund***

The educational fund is not only for training days directly involving our long eared friends; it can be used to support projects in schools, participation in equine welfare events, participation in land management events all of which will ultimately benefit “The Donkey”.

There are many training days put on by The Donkey Sanctuary and it should be our intention to add to those not merely to support them.

All applications for Grants for projects from the fund must be accompanied by the following information:

- Full details of the project, including any specific dates or an approximate time span
- The number of people likely to be involved, split between Society members and the general public
- The expected outcomes
- A detailed costing - remember we are not able to recover VAT so please ensure any such cost is included in the numbers
- The reason support is required from the Educational Fund rather than being fully funded from area or regional funds
- A guarantee, by a named person, that a report will be provided on the project that will be published so that it and others can be collated and eventually a “book” appear with matters learnt that will be of benefit to all.

(It could also be published in your local newsletter, on the web, in Bray Talk or the Donkey Magazine, or even all four, depending on the nature of the event.)

In making an application for Grant Funding please be aware that the matters overleaf are considered to be an integral part of your application and should an application be approved no payment will be made until such matters have been complied with.

All applications for Grants should be sent to Carol Morse, either by post to The Hermitage, Pootings, Edenbridge, Kent TN8 6SD or emailed to [societysecretary@donkeybreedsociety.co.uk](mailto:societysecretary@donkeybreedsociety.co.uk).

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The following matters form a fundamental part of the application for Grants and, if approved, the payment of any such amounts.

- The project would not be able to proceed without grant support from the Educational Fund meaning there will not be any support for those small training sessions that Areas/Regions have historically hosted from their own resources.
- Fees for trainers or speakers time will only be paid to those who are genuinely self-employed and will provide an appropriate business invoice.
- Travelling expenses for speakers should be limited to a maximum of £100 per person, unless exceptional circumstances prevail - where this is a mileage claim the rate must not exceed 45ppm.
- In those rare cases where The Society is providing 100% funding all invoices/expenses must be made out to the Donkey Breed Society and sent to the Society Treasurer for payment direct to those businesses and individuals concerned.
- In the majority of cases The Society will be providing a Grant from the fund and will require sight of all 'supplier' invoices and/or expense claims, including venue hire (scanned and emailed copies to the Society Treasurer will be adequate) and event accounts before making the Grant Payment.
- As Grants will not be made until after an event an Area or Region may require a loan to enable a project to proceed. A loan will be made up to 75% of the value of an approved Grant and be deducted from the Grant value before the balance is paid.
- In the event a loan is made, a project does not take place and the money is not refundable the circumstances giving rise to the cancellation of the project must be brought to the Treasurer's immediate attention to minimise the exposure of the Society.
- In those cases where the Grant by the Society is in effect a donation rather than the payment of a supplier charge, say where a school is seeking finance for a project on donkeys, we will require sight of correspondence from the organiser including written acknowledgement from them of our contribution.