



# Grant aid policy: Education and Research

The Chartered Secretaries' Charitable Trust aims to advance the education of the public in the law and practice of governance and business administration. To further its public benefit requirement, Trustees will consider requests to support research and the publication of the useful results of such research, in the field of governance and business administration. Requests will also be considered to support other activity, which in the opinion of the Trustees, will engage the public, and significantly progress and promote the practice of good governance and business administration.

In order for a request to be considered, Trustees expect the provision of detailed qualitative and quantitative information in proportion to the amount of grant that is requested, that will explain how their proposal meets with the grant aid policy and provides a benefit to the public. Trustees also expect the proposal to state whether applications had been made elsewhere along with the progress and/or outcomes of these applications.

Grants allocated are evaluated and monitored to ensure accordance with the objects of the Trust. Recipients of awards are required to acknowledge the financial support provided by The Chartered Secretaries' Charitable Trust in appropriate publicity. Where support may be requested for activity that extends beyond the end of the financial year, subsequent payments are conditional upon the grantee providing the Trustees with a satisfactory annual report including information on how the award had been spent, and the Trustees being satisfied that further funding would be made in accordance with the objects of the charity. The Grant aid policy is reviewed every three years, or earlier at the discretion of the Chairman of the Trustees.

## **Tom Morrison Essay Prize**

The late Tom Morrison was an early supporter of ShareGift, which instigated the prize and made a generous donation to the Trust to establish and fund the prizes. Trustees have delegated authority to The Chartered Governance Institute UK & Ireland, of which Tom Morrison was a former President, to establish criteria and coordinate arrangements for the consideration and award of the two annual prizes to a value of £1,000 and £500. A Trustee represents the Trust on the judging panel.

## **Bursaries**

Up to forty bursaries are available, covering 90% of the course fee, for the following sector-specific qualifications:

Academy Governance  
Charity Law and Governance  
Health Service Governance  
Social Housing Governance

Bursaries are awarded at the sole discretion of the Trustees. The eligibility criteria are subject to revision by the Trustees as deemed appropriate and will be published on both the Trust's website and that of The Chartered Governance Institute UK & Ireland. Dates for application submissions and notification of outcomes will also be published on these websites. To ensure a fair and consistent process, all applications will be considered after the published application closing date. Review of eligible applications will be undertaken by the Chairman and Deputy Chairman of the Trustees, along with the Chairman of the Support and Grants Committee. Additional information may be requested to

support an application. Where necessary, decisions may be deferred to a full meeting of the Board of Trustees. All approved and declined applications will be formally recorded at the subsequent Board meeting.

Retrospective applications will not be considered. If the Trust has not received a fully completed application form from either the candidate or the Institute by the deadline stated on the CGIUKI website, the application will be deemed ineligible.