

## **DOUGHTY STREET CHAMBERS – DONATION POLICY**

We are committed to supporting like-minded organisations working to effect positive social change. To this end, we set aside up to 1% of the total rental income received from members to be distributed in grants of three types: Supported Causes, Small Donations, and Extraordinary Funding Requests. These donations are distinct from sponsorship or marketing requests and opportunities which are not within the remit of the Donations Committee. As of 2024, an annual donation of £5,000 will be made by the Donations Committee to the DSC Trust Fund\*<sup>1</sup>

More detail follows, including on how to make an application for funding.

### *Supported Causes*

Chambers will select 2 to 5 organisations each year which will benefit from a grant from the Supported Causes budget. The causes will be selected via the following process:

- There will be a nomination window whereby any member of Chambers or staff can nominate a charity or other cause. Each nomination must be seconded by two members. The nomination should take the form of an email to the nominated Staff Member, setting out the name of the organisation, contact details for their principal fundraiser, and a brief indication of how their work complements ours, and how they seek to effect positive social development and change.
- These nominations will be considered by the Donations Committee at a meeting in May when it will shortlist up to 6 and invite shortlisted people or organisations to set out in a letter of application supported by two referees how it meets our funding criteria, and how it would spend our grant. An option will be available for them to apply for funding for up to three years.
- At a meeting in June the Donations Committee will consider the applications and recommend two to five causes to the Management Board for consideration at its first meeting of the financial year. If approved, steps will be taken to transfer funds, and the rationale for our selection will be published to members and staff.

The total budget for the selected causes will be shared as equitably as possible between them at the discretion of the Donations Committee. Spend of the pre-allocated budget

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<sup>1</sup> The DSC Trust Fund: See Appendix C

will managed by the Donations Committee and will be reported to the Management Board monthly.

### *Small donation fund*

In addition to the Supported Causes budget there exists a Small Donation Fund for dealing with *ad hoc* requests that present themselves throughout the year. The total available budget for the Small Donation Fund will be determined annually and distributed in grants of normally around £500 unless a different specific sum is requested and then not more than £2,000 each. The Small Donation Fund will be administered by the Donations Committee whose decisions on grants from this fund will be final.

When the total annual budget has been exhausted no more requests can be granted. Any unspent budget is returned to Chambers at the end of the year. It is not available for other donations activity.

### *Extraordinary Funding Requests*

It is recognised that due to the nature of the work of Chambers and the interests of its members, requests could arise in any given year which require an immediate response. These could include a natural or humanitarian disaster or perceived legislative attack on civil liberties, for example.

So that Chambers can adequately respond to such events there will be a budget allocated to support related requests for donations. This budget will be set at up to £10,000 and requests will be considered by the Donations Committee in the first instance before putting to the Management Board for consideration.

So that the Extraordinary Funding Requests budget is not used to deal with day to day requests the criteria by which members can apply for funding will be moderately onerous and rigorously applied.

Any unspent budget is returned to Chambers at the end of the year. It is not available for other donations activity.

Applications for grants should be made using the form which accompanies this policy (Appendix B), and upon receipt of a properly completed application the Donations Committee will convene an emergency meeting.

#### Applications

Applications for grants should be made using the form which accompanies this policy (Appendix A). They will be considered at the next scheduled meeting of the Donations Committee which will meet quarterly; urgent applications should be marked as such and it may be possible to consider Small Donations requests out of committee.

### **Donations Committee Information**

Best efforts will be made to ensure the standing membership is as representative of chambers as possible, and not fall below six members.

#### Administration

One staff member to be responsible for administration of the committee.

#### Accountability

- The Committee remains fully accountable to the Management Board and thus to the members of Chambers.
- The Committee will provide a short report biannually to the Management Board reflecting the activities and decisions of the committee.
- The composition of the Committee is open to review by the Management Board applying usual Doughty Street criteria to the functioning of internal teams and committees.

#### Remit (with regard to Donations)

#### Donations oversight

- To maintain oversight of Chambers' donations activity and to informally monitor the effectiveness of the donations policy and to make recommendations to the Management Board in respect of the policy when required.

- To ensure that Chambers' donations policy is promoted throughout Chambers and that the donations activity undertaken by Chambers, its members, and its staff is recorded and also promoted throughout Chambers.
- Where it is appropriate and sensible to undertake any external promotion of Chambers' donations activity this will be coordinated by the Donations Committee.

### Supported Causes

- Within the set annual budget guidelines monitor the financial and resource commitment of Chambers. Ensure that Chambers' contribution is used effectively and efficiently.
- Report biannually to the Management Board.
- Oversee the annual nomination and selection process of the Supported Causes.

### Small Donations Fund

- To consider each request for funds on its merits and against the published criteria and to approve, deny or modify as appropriate.

### Extraordinary Funding Requests

- To consider each request for funds on its merits and against the published criteria.
- When required, consult with the sponsoring member for further clarity.
- To submit with the application a recommendation to the Management Board.
- Provide oversight to any subsequent activity arising from any approved Extraordinary Funding Request.
- To report to the Management Board on the outcomes of any approved funding.

### Annual Report

- To produce an annual report summarising the work of Chambers and providing details of the causes that have been supported throughout the year. The report is to be distributed to all members and staff and can be used for external marketing purposes.

## **Application Criteria – Summary**

### *Small Donations Fund*

Each valid request (i.e. correctly completed short request form) will be judged on its merits. There is not an exhaustive criterion list, but the following can be considered:

- Positive – requests will be viewed positively if:
  - The cause is actively supported by one or more members of Chambers and/or staff through the giving of their time and/or their own personal fundraising activities
  - The request is made on a matched funds basis to enhance personal fundraising activity
  - The objectives of the cause are in-line with Chambers’ ethos and activities; in other words, like minded people working to effect positive social development and change.
  
- Negative – requests will be viewed negatively if:
  - There is no direct obvious link between the cause and members of Chambers and/or staff
  - The request is a quasi-business development activity dressed up to look like a charitable donation.
  - The objectives of the cause are at odds with Chambers’ ethos and activities.

Eligibility for match funding:

- All Doughty Street Chambers active, full -time employees and barristers are eligible to participate in the matching gift program.
- An eligible Doughty Street Chambers employee or barrister must be affiliated with the recipient organization at the time the matching gift is requested. Retrospective applications cannot be made. Eligible causes will be those whose ethos and objectives does not conflict with the Doughty Street Chambers ethos. The final arbiter in these cases will be the Doughty Street Chambers Donations Committee who will review all applications.

### *Extraordinary Funding Requests*

There are a number of specific criteria that an Extraordinary Funding Request must meet before it can be considered. This is to ensure that the Extraordinary Funding Request budget is not used simply as an alternative or addition to the Small Donations Fund.

The request must:

- be in relation to a specific event the occurrence of which could not reasonably have been foreseen or responds to an urgent need
- be supported with a duly completed request form
- have the written support of two members of the Management Board
- have the written support of two other members of Chambers (including the sponsoring member)
- be in relation to a charity or cause not currently chosen as one of Chambers' Supported Causes
- be neutral or supportive with regard to the overall Business Development and Marketing strategy of Chambers
- not exceed £10,000 in total value – and in cases where the budget has been committed elsewhere, be accommodated within the remaining budget even if this means approval for a portion of the original request.

The Donations committee will make a preliminary recommendation to the Management Board. The decision to approve or deny the request will rest with the Management Board and their decision will be final. The Management Board is expected to accommodate an urgent request as might be the nature of this type of application.

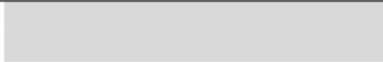
**January  
2024**

**Appendix A: Application - Small Donations Fund and Supported Cause Donations**

<b>Name of Charity/Cause</b>	
<b>Activity of Charity/Cause</b>	
<b>Amount of Request (around £500)</b>	
<b>Is this a match-funding request? (if so, please provide details)</b>	
<b>Sponsoring Barrister / Staff Member</b>	
<b>Relationship of Sponsor to Charity/Cause</b>	
<b>Other links between the Charity/Cause and Chambers</b>	
<b>Is this request client sponsored? (if yes, who?)</b>	
<b>Is the request in relation to a specific campaign? (if yes, what?)</b>	
<b>Any other information</b>	

**Appendix B: Application - Extraordinary Funding Budget**

<b>Name of Charity/Cause</b>		
<b>Activity of Charity/Cause</b>		
<b>Specific Event that this request relates to</b>		
<b>Amount of Request (financial contribution)</b>		
<b>Contribution of resources</b>	<b>Staff</b>	
	<b>Facilities</b>	
	<b>Other</b>	
<b>Sponsoring Members</b>	<b>Lead Barrister</b>	
	<b>Barrister (2)</b>	
	<b>Barrister (3)</b>	
	<b>MB Member (1)</b>	
	<b>MB Member (2)</b>	
	<b>MB Member (3)</b>	
<b>Relationship of Sponsor to Charity/Cause</b>		







<b>Other links between the Charity/Cause and Chambers</b>	
<b>Is this request client sponsored? (if yes, who?)</b>	
<b>How will this contribution be specifically used?</b>	
<b>Other information?</b>	

## Appendix C: **The Doughty Street Chambers Trust Fund**

### *Objects*

The object of The Doughty Street Chambers Trust Fund is to raise and distribute funds on behalf of past and present members of Doughty Street Chambers to further the aims and aspirations of those chambers as from time to time determined by the trustees to provide support to charities and other organisations which seek to achieve equality, diversity and the sustaining of international human rights worldwide and to generally further the aims and aspirations of Doughty Street Chambers by the making of donations.

The Doughty Street Chambers Trust Fund shall be managed by a Board of Trustees which shall consist of no more than 6 members of Doughty Street Chambers and Staff, at least one of whom shall be appointed chair and one treasurer. The membership of the Board of Trustees shall be appointed by the Management Board of Doughty Street Chambers with a tenure of 2 years. The Board of Trustees has the absolute power to co-opt any further person (whether a member of DSC or not) to the Board of Trustees for a period of up to 2 years.

### *Powers*

The trustees can nominate causes for donation as well as fund raising and working with other Chambers or legal organisations to raise funds and awareness.

### *Charity Meeting and Voting*

6 meetings a year, arranged by the Secretary. Chair is appointed every 24 months at the annual AGM. Each trustee has a single vote, a simple majority is needed to pass a proposal. In the event of a tie the Chair has a second vote.

### *Financial*

Accounts will be prepared on a quarterly basis by the Treasurer and reviewed annually by an independent 3rd party. The bank account will be held by NatWest with all trustees as bank signatories. Funds will be donated by the Doughty Street Chambers donations committee, currently standing at £5,000 pa, as well as from fundraising activities and donations from interested parties and the public.

### *Trustee benefit*

No trustees receive any remuneration, payments or benefits from the charity.

### *Amendments*

Changes can be made to the charity's governing document at the annual general meeting by a majority and will be recorded by the secretary.

### *Dissolution*

Trustees to agree to close the charity and donate any remaining assets accordingly.