



Gilbert Thompson Memorial Fund Guidance

Overview

The guidance sets out the method of application and timescales for applications from pilgrims for grants from the Gilbert Thompson Memorial Fund.

The guidance should be included with the application form for the Gilbert Thompson Memorial Fund in in the application packs for the Raphael Pilgrimage sent out by the Pilgrimage Director

Responsibilities:

Kathleen Scahill	Chair
Chris Woodward	Secretary/Treasurer
Rosemary Smith	Administrator
Paul Affleck	Director
Francis Hindle	Webmaster

Procedure (as required by para 9i of the GTMF constitution)

- applications to the Gilbert Thompson Memorial Fund should be sent to:
Chris Woodward – Secretary/Treasurer Gilbert Thompson Memorial Fund
102 Beverley Way
Wimbledon
SW20 0AQ
christopherwoodward107@gmail.com
- applications from pilgrims should be received by July 7th each year
- applications will forward to the Administrators by the Secretary/Treasurer
- applications will be acknowledged by the Secretary/Treasurer advising applicants that they will be notified of the decision by July 31st each year
- applicants will be advised that priority will be given to first time applicants to the Gilbert Thompson Memorial Fund
- the Administrators are mindful that the capital available for the grants is decreasing annually and must be allocated with integrity and confidentiality
- grants will not normally exceed £150
- it may be possible for individuals to apply for additional funding from other sources
- communication by Conference Call or electronically with the Administrators will be arranged by the Secretary/Treasurer to discuss all applications
- once agreement has been reached on the amount of funding to be made available to the individual applicants, the relevant applicants will be notified in

writing by the Secretary/Treasurer of the Gilbert Thompson Memorial Fund by July 31st each year

- when an application is made after July 7th in a year, the Administrators will take all the circumstances at the time into consideration before making a decision.

Financial Reporting

- a report will be included in the annual accounts which are signed off by a Trustee. The accounts are sent electronically to The Charity Commission by the Chair of Trustees of The Raphael Pilgrimage

Status of the Guidance

The Guidance will be posted on The Raphael Pilgrimage Website by the Webmaster. The Guidance will be reviewed in 2024

The Guidance has been approved by the Administrators of the Gilbert Thompson Memorial Fund and Chair of the Trustees of The Raphael Pilgrimage

Kathleen Scahill
Chair of Administrators

February 1st 2022