



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 1	Month April	Year 2019		Day 31	Month March	Year 2020

## Section A Reference and administration details

**Charity name**

The Spark Foundation

**Other names charity is known by**

**Registered charity number (if any)**

1097058

**Charity's principal address**

Hugh House  
 Hugh Place  
 Faversham, Kent  
**Postcode** ME137AD

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Danny Chesterman	Chair		
2	Irene Hall	Treasurer		
3	Sheila Patel			
4	Tracey Sorrell			
5	Kirsty Ginn			
6	James Whitton		From 14 June 2019	
7	Cathy Walker			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Independent Examiner	Mrs Jennifer Sherwood FCA	1 The Heath, Whitstable, CT5 3HJ
Bankers	Charities Aid Foundation	CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent ME19 4TA

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	Interviewed by Chair and appointed by Board decision

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Potential Trustees are invited to attend a meeting of the existing Trustees before a decision is made on appointment so that both parties can be satisfied that the appointment is appropriate.</p> <p>We have a document defining the responsibilities of Trustees which is explained to all new Trustees.</p> <p>The Board reviews annually risks and actions to mitigate them.</p>
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**Section C Objectives and activities**

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>The Objects of the Trust are:</p> <ul style="list-style-type: none"> <li>(a) to relieve young people who are homeless or in financial need</li> <li>(b) to relieve young people who are suffering from mental or physical sickness;</li> <li>(c) to advance the education of young people;</li> <li>(d) to promote the training of young people who through their social and economic circumstances are unable to obtain employment;</li> <li>(e) to provide facilities for the leisure time occupation of young people in</li> </ul>
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order to improve their conditions of life and develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society

by providing them with grants or loans in cash or in kind or in such other ways as the trustees in their absolute discretion think fit

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Foundation made 110 individual grants (amounting to £44,975 in total) this year compared to 94 last year. The successful applicants came via 51 different agencies, 24 of which had never previously applied to the Foundation. Whereas until a few years ago the agencies came predominantly from London and the south east, they now come from all over England.

Applications were received for a variety of needs. For example, for young people leaving care and setting up home, the Foundation provided key goods such as washing machines, carpets and beds. Grants were also given for a wide variety of other needs, for example, laptops, driving lessons, training courses. Grants were mainly given to young people in the age ranges 16 – 20 and 21 – 25.

The Foundation's application form asks for the applicant's age, gender, nationality and ethnicity and whether or not the applicant has a disability. This information does not have to be supplied for an application to be considered. Once a year the Foundation reviews this information both for applications it has approved and ones it has rejected. It uses this information, and data on the type of grants it has approved, to consider whether any changes should be made to its Grants Policy, website and application forms. The Foundation treats all applicants equally regardless of nationality, religion or ethnic background.

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. Benefits are in the form of grants and nearly 100% of the Foundation's annual expenditure relates to grant payments.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The main achievement was in giving out more grants than ever before, whilst continuing to manage applications with a minimal administrative cost (less than 5% of income). This is all achieved through the voluntary services of a small Board of Trustees and a part time administrator.

During the last five years the number of applications received has increased each year, and this trend has continued in 2019/20. In order to keep within Spark's budget, we have drawn up tighter criteria for dealing with applications involving priority debts, and for prioritising grants which enable the young person to move from a position of dependency and/or deprivation to one of independence and/or self-sufficiency. We continue to prioritise essential household items that the applicant is not able to afford from their income or other sources, or are required by care leavers who have become parents.

Both the number and proportion of applications turned down or reduced in value is increasing year on year. Of particular concern is the fact that in 2019, we had to turn down 43% of all applications, compared with 31% in 2018. This is not due to any deterioration in the quality of applications, but to the need for Spark to prioritise cases in order stay within available resources. It's now not unusual for us to reject some very deserving cases that in former years we would have granted.

Spark Foundation reviewed and updated its policies on confidentiality and safeguarding. We also improved our web site security and introduced a donation facility. Towards the year end a successful application was made for funds to the Kent Police Property Fund.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The policy of the Trust is to maintain enough money in our accounts to cover expenses and grants for a further quarter. However, this policy will be reviewed December 2020 as currently we have funding to cover grants in the current financial year but not beyond.

### Details of any funds materially in deficit

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Since 2014 the main donor to the Foundation has been the Tunstall Jubilee Foundation (TJF). The Foundation would like to record its thanks to TJF for this funding. It was agreed with TJF that the Foundation would submit an application for funding in January each year. This enables the Foundation to plan its grant giving for the next financial year. It is clear however that income is not keeping pace with the growing demand for our services and as the impact of Covid19 started to bite towards the end of the financial year we became very concerned that this gap is widening. Spark therefore started to explore other complementary funding sources.

The Spark Foundation does not rent premises but it does pay a small amount for administration support. This amount has increased as The Foundation has dealt with a sharp rise in the number of applications for grants. The administration per application has increased too as many applications are submitted without the required information and many social workers are slow to provide the information necessary to make a grant payment.

Even so, as in previous years, almost all The Foundation’s expenditure is in the form of grants and they accounted for 94% of all expenditure in 2019/20.

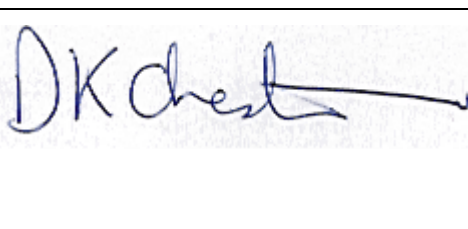
The Foundation has a grant making policy and this is reviewed annually

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Daniel	Chesterman
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	4 Dec 2020	



## Receipts and payments accounts

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For the period from	01/04/2019	To	31/03/2020
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations and Gifts	194	-	-	194	-
Grants	70,000	-	-	70,000	15,000
Investment income	21	-	-	21	15
Grants reimbursed	1,150	-	-	1,150	314
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>71,365</b>	<b>-</b>	<b>-</b>	<b>71,365</b>	<b>15,329</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>71,365</b>	<b>-</b>	<b>-</b>	<b>71,365</b>	<b>15,329</b>
<b>A3 Payments</b>					
Website costs	170	-	-	170	-
Administration fees	1,895	-	-	1,895	1,401
Bank charges	60	-	-	60	60
Printing, postage and stationary costs	265	-	-	265	186
Travel costs	488	-	-	488	770
Sundry costs	-	-	-	-	-
	-	-	-	-	-
Grants payable	44,975	-	-	44,975	45,002
	-	-	-	-	-
<b>Sub total</b>	<b>47,853</b>	<b>-</b>	<b>-</b>	<b>47,853</b>	<b>47,419</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>47,853</b>	<b>-</b>	<b>-</b>	<b>47,853</b>	<b>47,419</b>
<b>Net of receipts/(payments)</b>	<b>23,512</b>	<b>-</b>	<b>-</b>	<b>23,512</b>	<b>- 32,090</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>13,028</b>	<b>-</b>	<b>-</b>	<b>13,028</b>	<b>45,118</b>
<b>Cash funds this year end</b>	<b>36,540</b>	<b>-</b>	<b>-</b>	<b>36,540</b>	<b>13,028</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CafCash Account	13,898	-	-
	CAF Gold Account	22,642	-	-
		-	-	-
	<b>Total cash funds</b>	<b>36,540</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Grants committed to at year end		6,380	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval