



# Trustees' Annual Report for the period

|      |                   |      |      |    |                 |     |      |
|------|-------------------|------|------|----|-----------------|-----|------|
| From | Period start date |      |      | To | Period end date |     |      |
|      | 1                 | July | 2022 |    | 30              | Jun | 2023 |

## Section A Reference and administration details

Charity name

The Kaleidoscope Foundation

Other names charity is known by

Registered charity number (if any)

1187266

Charity's principal address

Priory Lodge

Braxted Park Road

Tiptree, Essex

Postcode

CO5 0QB

### 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  | Christopher Newson | Treasurer & Secretary |                                   |   |
| 2  | Timothy Sherwood   |                       |                                   |   |
| 3  | Mary-Rose Portelli |                       |                                   |   |
| 4  | Hardeep Rai        |                       |                                   |   |
| 5  |                    |                       |                                   |   |
| 6  |                    |                       |                                   |   |
| 7  |                    |                       |                                   |   |
| 8  |                    |                       |                                   |   |
| 9  |                    |                       |                                   |   |
| 10 |                    |                       |                                   |   |
| 11 |                    |                       |                                   |   |
| 12 |                    |                       |                                   |   |
| 13 |                    |                       |                                   |   |
| 14 |                    |                       |                                   |   |
| 15 |                    |                       |                                   |   |
| 16 |                    |                       |                                   |   |
| 17 |                    |                       |                                   |   |
| 18 |                    |                       |                                   |   |
| 19 |                    |                       |                                   |   |
| 20 |                    |                       |                                   |   |

### 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 |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |   |
|---|---|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                                      |
| How the charity is constituted<br>(eg. trust, association, company) | CIO   |
| Trustee selection methods<br>(eg. appointed by, elected by)         | All Trustees are original founders of the charity |

### Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees have put the following in place:

Risk policy  
Equal opportunities policy  
Anti-corruption and bribery policy  
Anti-bullying and harassment policy  
Grant policy

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objects of the CIO are to relieve the poverty and unemployment of persons with a disability through the provision of education, training, business support and grants designed to enable individuals to achieve sustainable and self-supporting livelihoods.

For the purposes of these objects, people who are disabled are as defined by the Equality Act 2010.

**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)**

During the period under review, the main activities of the charity undertaken for the public benefit in relation to these objects has been as follows:

Provision of a business incubator program for disabled entrepreneurs who want to run self-supporting businesses

Provision of grants to disabled entrepreneurs to help fund the set up or expansion of their businesses

In providing these services, the trustees have considered the guidance of the Charity Commission that requires activities to have public benefit.

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

## The Kaleidoscope Foundation Grant Policy

### 1. **Grants to individuals**

#### 1.1 Eligibility

The following persons will be considered for grants:

- persons classified as disabled under the Equality Act 2010; and
- persons who are developing goods or services to assist disabled persons,

such persons being involved in setting up a new business or a not for profit organisation.

#### 1.2 Routes into The Kaleidoscope Foundation

Requests for grants can be made directly by applicants to The Kaleidoscope Foundation ("KF") or can be referred from another organisation.

#### 1.3 Consideration for Grants

The applicant will approach KF either through the KF website or through introduction from another source.

Where the proposed grant is £1,000 or more, KF will arrange a call with the applicant to discuss their business proposal.

The applicant will submit their business plan to KF. The business plan should include (but will not be limited to) details of:

- the business idea;
- any unique aspects of the proposed business;
- the applicant's target market;
- the applicant's sales approach;
- examples of any business deals or sales to date; and
- the size of grant requested.

If required, KF will provide guidelines on how to complete a business plan and will also provide assistance, in particular where the applicant's disability is such that they require help.

KF will appoint a Trustee to review and discuss the applicant's business plan. They will also help coach the applicant to prepare for presenting their business plan to the Grant Committee.

Where the grant requested is less than £1,000, the applicant needs to provide the Trustees with details of their business plan and exactly how the money would be spent.

#### 1.4 The Grant Committee – Grants of £1,000 or more

KF will appoint a Grant Committee ("GC") to consider all requests for grants of £1,000 or more. The GC members\* will be appointed by the Trustees and will have sufficient experience to assess the merits of all requests for grants. This determination is at the discretion of the Trustees, who will consider the relevant experience of any GC candidates.

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

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

The GC will meet periodically to consider applications for grants. All applicants should be present at the meeting unless their disability prevents attendance, in which case alternative arrangements will be made. The meeting will be in person unless the GC members agree to allow a web based meeting.

The Trustee who has assisted the applicant should also be present at the meeting.

All applicants will be given 7 minutes and 30 seconds to pitch their business plan to the GC (which will have been previously sent to and reviewed by the GC members attending the meeting).

The GC members present will have 7 minutes and 30 seconds to question the applicant.

#### 1.5 Issuance of Grants – requests of £1,000 or more

The GC will meet after all applicants have presented and discuss the merits of each business plan, taking into account the plan itself and the qualities of the applicant.

If the GC members feel that additional information is required, they will request this of the applicant within one week of the meeting.

Within 2 weeks of the GC meeting, all applicants will be advised whether their grant request has been successful. A grant request will be deemed successful if a majority of the GC members vote to award the grant.

As a condition of receiving the grant, all applicants will be asked to allow the details of the grant to be publicised in marketing material or on the website. If they refuse, the Trustees reserve the right to rescind the offer.

The decision of the GC is final and cannot be appealed.

Where an applicant has not been successful, the GC will give reasons why and, wherever possible, identify other organisations that might be able to help the applicant.

Wherever possible, the grant will be provided in the form of goods or services rather than money.

If money is to be provided, it is the responsibility of the applicant to provide bank details so that payment can be made. If details are not provided, the GC cannot be held responsible for non-payment.

#### 1.6 Issuance of Grants – requests of less than £1,000

Any documentary evidence provided by the applicant will be circulated by email to all Trustees.

The trustees will be asked to decide whether on the merits of the evidence provided, they consider the grant should be allocated.

If a majority of Trustees vote to allocate the grant, the grant request is considered accepted.

All successful applicants will be advised as soon as possible whether their request has been granted.

As a condition of receiving the grant, all applicants will be asked to allow the details of the grant to be publicised in marketing material or on the website. If they refuse, the Trustees reserve the right to rescind the offer.

The decision of the Trustees is final and cannot be appealed.

Wherever possible, the grant will be provided in the form of goods or services rather than money.

If money is to be provided, it is the responsibility of the applicant to provide bank details so that payment can be made. If details are not provided, the GC cannot be held responsible for non-payment.

## **2. Grants to Organisations**

KF can also give grants to organisations. The objectives of the organisation must be strongly aligned with those of KF. Grants can be given to a private or public organisation that has a business idea which is aimed at relieving the unemployment of disadvantaged persons. In such a case, a representative of the organisation must submit an application in the same manner as described in paragraph 1 above.

In exceptional circumstances, the GC might consider it more appropriate to issue a grant to another organisation who will use it for the benefit of the applicant. This would most likely be due to the organisation having specialist skills or contacts who are better placed to assist the applicant. In this case, the applicant's business idea would be considered under the standard process detailed in paragraph 1 above, but if successful the grant would be paid to the organisation rather than the applicant. The applicant would be informed and the GC would follow up with them to ensure that they ultimately did benefit from the grant.

\*The initial GC members will be the Trustees

## Section D

## Achievements and performance

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

It has been another very difficult year for the charity with the environment for fundraising remaining challenging. The lack of a track record makes it difficult to apply for funds and there has only been very limited success in attracting private contributions.

In our third period of operation, we were not able to provide any grants to disabled entrepreneurs, however we have one offer outstanding which is conditional on certain criteria being met.

Our main achievement has been to continue to provide business incubator sessions to disabled entrepreneurs. The training program explores the route to self-employment and small business ownership for entrepreneurs that are not focused on profit (although it should be self-sustaining) and with a social impact that is demonstrable.

We have been able to provide these sessions to many disabled entrepreneurs which we hope will give them the business skills and confidence to create businesses to allow them to lead an independent lifestyle.

## Section E Financial review

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

The charity does not currently have a significant level of reserves, although it does continue to hold in reserve sufficient funds to cover running costs for a number of years due to their minimal nature.

### Details of any funds materially in deficit

The charity remains in surplus and the Trustees will not allow the charity to go into deficit.

### 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.

## Section F Other optional information

The charity continues to explore potential fundraising opportunities. Until new funds are available, it is temporarily not in a position to provide further grants other than very small sums, however it is hoped this is a short term issue.

We can continue running business incubator sessions due to trustees and volunteers generously giving their time for free to disabled entrepreneurs.

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s) C Newson

Full name(s) Christopher Newson

Position (eg Secretary, Chair, etc) Trustee and Treasurer

20/12/2023



Charity number: 1187266

THE KALEIDOSCOPE FOUNDATION  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2023

THE KALEIDOSCOPE FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2023

|  | 30 June 2023 | 30 June 2022 |
|--|--------------|--------------|
|  | £            | £            |
| <b>Incoming Resources</b>                |              |              |
| Contributions                            | 525          | 1,289        |
| Gift Aid                                 | 0            | 150          |
| <b>TOTAL INCOMING RESOURCES</b>          | <b>525</b>   | <b>1,439</b> |
| Grants                                   | 0            | 1,830        |
| Costs                                    | 251          | 271          |
| <b>NET INCOMING/(OUTGOING) RESOURCES</b> | <b>274</b>   | <b>-662</b>  |

THE KALEIDOSCOPE FOUNDATION

BALANCE SHEET

AS AT 30 JUNE 2023

|  | 30 June 2023 | 30 June 2022 |
|--|--------------|--------------|
|  | £            | £            |
| <b>Current Assets</b>                                |              |              |
| Cash at bank and Paypal                              | 1,210        | 936          |
| <b>NET CURRENT ASSETS</b>                            | <b>1,210</b> | <b>936</b>   |
| <br>OPENING FUNDS                                    | <br>936      | <br>1,598    |
| <br>NET INCOMING/(OUTGOING) RESOURCES FOR THE PERIOD | <br>274      | <br>-662     |
| <b>CLOSING FUNDS</b>                                 | <b>1,210</b> | <b>936</b>   |

The trustees present the financial statements of the charity for the year ended 30 June 2023. The financial statements have been prepared in compliance with the charity's trust deed, the Charities Act 1993, and the Statement of Recommended Practice : Accounting and Reporting by Charities published in 2005.

**1. Trustees**

The trustees during the year were:

Tim Sherwood

Hardeep Rai

Mary-Rose Portelli

Chris Newson

No trustees have been paid for their work during the period.

**2. Overheads**

Costs are as follows:

Presentation to entrepreneurs £250

Bank Charges £ 1

All costs are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure.

**3. Grants**

No grants were made during the period under review. There is one applicant who was offered a grant subject to certain conditions which had not been satisfied as at the end of the financial year. The trustees will look to make further grants where possible, whilst retaining a sufficient reserve so as to cover The Foundation's future costs.

All grant expenditure is recognised as soon as the grant committee has agreed to the grant and notified the recipient.

**4. Employees**

The Foundation does not have any employees, any activities are undertaken by the trustees on an unpaid basis or by volunteers.

**5. Contributions**

All contributions are voluntary and fully discretionary, therefore they are recognised when the funds have actually been received by the charity.

These financial statements have been approved by the Board of Trustees on 20/12/2023.