

Registered Charity Number

1193750



**The Gillian Stevenson Charitable
Trust CIO**

The Gillian Stevenson Charitable Trust CIO

Trustees Report and Annual Accounts

For The Year Ending

31 December 2023

The Gillian Stevenson Charitable Trust CIO – Report and Accounts for year ending 31/12/2023

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Reference and Administrative details

Registered name of charity

The Gillian Stevenson Charitable Trust CIO

Registered number

1193750

Principal address

Springfield House
76 Wellington Street
Leeds
LS21 2AY

Trustees during the year ending 31st December 2023

Alex Stevenson
Judith Stevenson
Simon Glazebrook
Joy Chapman

Independent examiner

Bankers

C. Hoare & Co.
37 Fleet Street
London
EC4P 4DQ

Trustees' report for the year ended 31 December 2023

Introduction

The trustees present their annual report and accounts for the year ended 31st December 2023.

The board of trustees are satisfied with the performance of the CIO during its first active year and the position as of 31st December 2023. Trustees consider the CIO to be in a strong position to continue its activities during the coming year and that the CIO's assets are adequate to fulfil its obligations.

The board confirms that the trustees have had regard to the guidance issued by the Charity Commission on public benefit in deciding on the activities of the CIO.

Objectives and Activities of the Charity

Purpose

The object of the CIO, as set out in the constitution, is to advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time.

Activities

The main activity in relation to this purpose throughout the reporting period was the provision of grants to charities working to improve the lives of children, young people, families and adults who are disadvantaged due to disability, ill-health or circumstance. The trustees consider this the most effective use of the CIO's resources and have a positive impact, supporting charities already working with these individuals to continue providing and developing their services.

The CIO's website was launched at the start of January 2023 and invited grant applications (up to £5,000) from eligible organisations to support their work. Eligibility criteria were clearly laid out on the website along with methods of contacting the CIO for further information. Between the start of January 2023 and the closing date at the end of February 2023, 261 applications were received. Following a first sift, where any ineligible organisations and those with a poor record of submissions to the Charity Commission were excluded, 235 applications were considered by the trustees in advance of the final grants panel meeting in March 2023.

At the time of this round of grants, a total of £75,000 (combined donations and associated gift aid) was held in the account and the trustees approached the process with an expectation of awarding somewhere between 10 and 15 individual grants. This would leave a remaining balance in line with the reserves policy and afford flexibility to accommodate any further unanticipated costs during the remainder of the financial year. The trustees deemed this a prudent approach given that 2023 was the first year of active operation for the CIO.

At the grants panel meeting in March 2023, the trustees selected 13 successful grant applications totalling £52,815.06 with individual awards ranging from £1,335.06 to £5,000. The trustees' focus was to identify proposals from smaller charities (annual income under approximately £500,000) where the grant would be likely to have a significant and long-term benefit on the lives of the

individuals involved and the service or support offered stood out as being different in some way in terms of who they supported, what they offered or how they delivered it.

In addition to providing financial support in the form of grants, the trustees were keen to learn more about each individual charity in receipt of a grant and the challenges they face in delivering and developing their service. Where skills and knowledge allowed, the trustees were pleased to offer additional ‘added value support’ to individual charities. This is described in more detail in the next section but was able to be provided at no additional cost to the CIO since the trustees all offer their time free of charge.

Achievements and Performance of the Charity

The trustees consider the first year of active operation of the CIO to be a success, providing a solid foundation on which to continue learning and developing the grant-making process for public benefit.

With this being a new venture, there were no targets or goals in place to measure success against. However, the trustees judge the following achievements to demonstrate that the CIO has made significant progress towards the overall aim of supporting smaller charities in their work to improve the lives of children, young people, their families and adults who are disadvantaged due to disability, ill-health or circumstance.

Creating a straightforward grant application process.

Based on research into what features of a grant application process were viewed as useful and which were considered a barrier to charities, the trustees created an application process that:

- Sets out eligibility criteria clearly on the website with instructions of how to get in touch if further information is needed
- Has the application questions available on the website so that they can be considered in advance
- Uses an electronic submission process with the ability to save and return to partially completed applications rather than having to complete the form in one sitting
- Doesn’t impose word limits on the application form
- Requires only relevant information to be submitted
- Keeps applicants up to date with progress and timelines
- Provides every applicant with feedback, even if unsuccessful

Feedback from applicants confirmed to the trustees that this approach was appreciated by smaller charities and didn’t place an unnecessary demand on their already limited time. Many smaller charities are run by volunteers or by only a few members of staff who take on a wide variety of roles, as opposed to larger charities that are more likely to have dedicated fundraising staff. As part of the reflection on the first grant cycle application process, feedback from applicants was gathered using an anonymous questionnaire and published in an internal document in April 2023. Trustees will use learnings from this when setting up the next grant cycle.

Sample of feedback from applicants:

“Often the experience of applying for funding can feel very alienating. I not only had a great experience but I felt that in all the communications, I experienced the ethos of the trust and it created a feeling of connection even though we were not successful with our application. I wish every experience of applying for funding was similar. Thank you.”

“I had a positive experience of the Trust. I especially like how quickly I was informed of the application stages. Although we were unsuccessful in securing funding in the final round, the feedback letter was very constructive. In the 25 years of fundraising, this is only the 3rd letter I have received offering constructive feedback. Thank you.”

Offering added-value support

It was important to the trustees that the support offered to grantee charities was more than simply financial. By taking time to meet virtually (and in some cases in person) with key individuals at each charity, the trustees were able to get a more complete picture of exactly what each organisation does, the difference it makes to its beneficiaries and the challenges encountered by the charity in terms of day-to-day delivery or development.

Where the skills and knowledge of individual trustees were relevant, charities were offered the opportunity for additional support. This varied greatly from organisation to organisation, depending on need and circumstance, but can be categorised, with examples, as follows:

Direct technical support (e.g. sharing details of an application used by the CIO that the charity mentioned would be useful for their work)

Introduction to another charity (e.g. spreading awareness of what the other grantee charities work is where it may be useful and offer complementary support to their beneficiaries)

Resource signposting and information sharing (e.g researching free sources of IT support to address a charity’s technical problem and sharing details of Government calls for evidence on issues relevant to charities)

Spreading awareness (e.g. identifying local organisations in new areas whose service users could benefit from the support that a particular charity offers and making introductions between relevant staff/volunteers)

Trustee contacts (e.g. organising and facilitating an event that brought together individuals running small charities with individuals involved in philanthropy, thereby breaking down barriers and addressing misconceptions).

One aspect of running a small charity that many of the grantees mentioned as a challenge was the feeling of being isolated. In response to this, an online networking facility was set up for individuals running the charities to join and get support from each other. This has not been utilised to the degree

anticipated by the trustees so will be considered in advance of the next grant cycle to explore changes that may make it a more valuable resource.

Additional proactive discretionary funding

During the process of developing a supportive relationship with one of the grantees, Leicestershire, Leicester and Rutland Headway, the trustees became aware of the desire to redevelop the kitchen at the day centre to improve accessibility for users. The charity supports those with acquired head injuries, many of whom now have limited mobility or are wheelchair users and the day centre (the running costs of which the original grant partially funded) provides a range of activities designed to support both physical rehabilitation and mental health, including developing confidence to take part in everyday tasks such as making a cup of tea, cooking or washing up.

Following a visit to the day centre, as part of added-value support offered by the CIO, the trustees spent time researching the options for local kitchen companies to become involved in the project and donating time and/or fittings to reduce the overall cost of the project and make it achievable. The relevant information was passed on to Headway and, as a result, the kitchen project is underway. The trustees made the decision to offer to fund the remaining shortfall required to complete the project and provided an additional grant of £2,613 to the charity in December 2023. The majority of the work was completed during the Christmas break when the day centre was not being used, with the finishing touches to be completed in January 2024.

This approach of offering additional proactive discretionary funding to existing grantees was not an activity that was planned prior to the first grant cycle but rather one that evolved out of the knowledge and understanding gained by maintaining contact and growing supportive relationships with the grantee charities. The trustees remain open to identifying further opportunities where the offer of additional funding by the CIO would make a substantial impact on a charity during future grant cycles.

Looking ahead

The next round of funding is expected to be awarded during 2024. The process is expected to be similar to that of 2023 but, possibly, with minor changes in response to feedback that will be gathered from current grantees towards the end of the grant period (March 2024) and reflection on the overall experience by trustees.

As a grant-maker, quantifying the impact that charitable activities have had is complex, if not impossible. Trustees are aware of current thinking and approaches to ‘best practice’ in this area published and discussed by New Philanthropy Capital and other prominent organisations within the charity sector and will take this into consideration when writing the CIO’s first impact report, due to be published in 2024.

The added-value aspect of the support given to small charities and encouraging further philanthropic involvement in the work of the CIO are both activities the trustees are keen to explore the potential of during 2024. Updates on progress in these areas will be reported on in the next trustees’ annual report.

Whatever way the trustees choose to develop the charitable activities of the CIO, one aspect that will not change is the personal approach to both grant-making and support that has been developed so successfully during the reporting period. For this reason, the trustees anticipate that any future growth in the offering of the CIO is likely to be in terms of the value of the support offered rather than a significant increase in the number of individual charities supported.

Structure, governance and management

Nature of the governing document and constitution of the charity

The Gillian Stevenson Charitable Trust CIO is constituted as a Charitable Incorporated Organisation (CIO) and governed by its own constitution.

The trustees have overall control and responsibility for policy and major decision making.

Methods adopted for the recruitment and appointment of new trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

In selecting individuals for appointment as charity trustee, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The charity trustees will make available a copy of the current version of the constitution and a copy of the CIO's latest Trustees' Annual Report and statement of accounts to each new charity trustee, on or before his or her first appointment.

No other person or external body is entitled to appoint one or more of the charity trustees.

Financial Review

Financial position as of 31st December 2023

The CIO is in a position to continue operating. Grants are only offered when the funds are available to do so and sources of income (donations) have been identified for 2024 therefore the trustees have no reason to believe that there will be insufficient funds to run a grant cycle in 2024.

Policies on reserves

The trustees have agreed to maintain general reserves in the region of £5,000 to mitigate against any unforeseen expenses relating to the following risks:

1. Income risk: the CIO's annual income is likely to vary from year to year. However, the CIO has no ongoing maintenance or running costs so any variation in income will only impact on the total amount of grants awarded in future grants panel meetings.

2. Expenditure risk: the only planned expenditure by the CIO is in respect to grant-making. An approximate budget for each of the quarterly grants panel meetings will be set in advance of the start of the CIO's financial year based on existing and predicted income. However, these budgets will be flexible in response to actual funds available at the time of each grants panel meeting. The CIO will not award grants for which it has insufficient current funds at any given grants panel meeting, nor will the CIO depend on anticipated but unconfirmed income to fund awarded grants. Any unplanned expenditure is likely to be in the form of fines issued for not following legislative requirements. This risk is mitigated by having relevant policies in place that are implemented and reviewed regularly by the board of trustees and by trustees fulfilling their duty to maintain a current knowledge of all legislative requirements.

3. General operating environment: the potential external risks/developments/changes that could impact the CIO's operating position, such as changes in legislation relating to the running of charitable organisations or local/national/international environmental or financial events resulting in extraordinary circumstances and need by charitable organisations. Some risks, such as legislative changes, are likely to be announced in advance and can therefore be planned for by maintaining an awareness of public communications made by the relevant bodies. Unexpected events, by their very nature, cannot be planned for therefore the CIO would wish to maintain some level of reserve funds which could be used to respond to situations of unprecedented need over and above the normal grant-making process.

4. Cost of closure: should an event or events occur which cause the trustees to decide to close the CIO, how closure would be managed and funded. As the CIO has no employees or assets to maintain, the impact of closure would be minimal. Grants are paid in full at the time of award.

Level of reserves

The actual level of reserves held as of 31st December 2023 was £19,465. This is reflective of a slightly cautious approach by the trustees given that the reporting period was the first year of active operations for the charity.

Statement on remuneration

No remuneration was paid to any trustee or any person connected with a trustee.

Funds held as custodian trustees on behalf of others

The trustees confirm that no funds are held by the CIO as custodian trustees on behalf of others.

The Gillian Stevenson Charitable Trust CIO – Report and Accounts for year ending 31/12/2023

Declaration

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

Signed on behalf of the charity's trustees

Signature



Full name

Joy Chapman

Date

15/03/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Gillian Stevenson Charitable Trust CIO

1193750

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2023

To

Period end date
31/12/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Gift Aid	75,000	-	-	75,000	-
Interest on bank account	260	-	-	260	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	75,260	-	-	75,260	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	75,260	-	-	75,260	-
A3 Payments					
Grants	55,428	-	-	55,428	-
Bank account charges	367	-	-	367	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	55,795	-	-	55,795	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	55,795	-	-	55,795	-
Net of receipts/(payments)	19,465	-	-	19,465	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	19,465	-	-	19,465	-

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 £
B1 Cash funds	General Fund	19,465	-	-
		-	-	-
		-	-	-
	Total cash funds	19,465	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Joy Chapman	15/03/24

INDEPENDENT EXAMINER'S REPORT

Independent examiner's report to the trustees of The Gillian Stevenson Charitable Trust CIO (the 'Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2023.

Responsibilities and basis of the report

As the charity's trustees of the Company (and also its directors for the purposes of company law), you are responsible for preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('CA06').

Having satisfied myself that the accounts for the Company are not required to be audited under Part 16 of the CA06 and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('CHA11'). In carrying out my examination, I have followed the Directions given by the Charity Commission under section 145(5)(b) of the CHA11.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the CA06; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the CA06 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: John Charles Feaster

Address: C/O Church Bank House, Church Bank, Bradford, BD1 4DY

Date: 20/08/2024