



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year

Section A Reference and administration details

Charity name

ReQUEST FOUNDATION

Other names charity is known by

ReQUEST

Registered charity number (if any)

1205765

Charity's principal address

3 Sandown Road

Deal

Kent

Postcode

CT14 6PH

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	Alan Stephen Noake MBE			
2	David William Wraight			
3	Dr Anthony John Stefan Chojecki			
4	Catherine Mummery			
5	Antony David George Harvey			
6	Lucy Charlotte Morgan			
7	Samuel Finlay Payne			
8	Darcey Ann Cameron Holmes			
9				
10				
11				
12				

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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Every trustee must be appointed for a term of not exceeding 6 years by a resolution passed at a properly convened meeting of the charity trustees

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.

Section C Objectives and activities

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

For the public benefit, the advancement in life of young people in the United Kingdom aged between their 16th and 25th birthdays to grow and develop as individuals by providing grants to enable members of the Scout and Guide Movements (and, where funds allow, members of other youth organisations) to undertake developmental activities (including expeditions) in relation to the polar regions which focus on learning, research and the dissemination of their findings.

This first full year of operation the trustees have focused on getting a brand, systems and policies in place in order to begin delivering on its charitable purpose. This work has now been completed and the grant application process is live and running.

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)

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.

Overview of Grant Making Policy

The REQUEST FOUNDATION will not fund the entire cost of projects but will partially fund those elements of a project which further our charitable purpose as follows: -

- Personal development activities (including pre-project training).
- Disseminating the outcomes of the project.
- Where the participant's project would not be achievable without such help the REQUEST FOUNDATION will also consider
- Personal travel, accommodation and equipment costs.

All successful applicants will be required to produce a post-project report, which specifically details how the project satisfied their growth and personal development needs.

Trustees will review project reports to assess how funds have impacted the life of beneficiaries, to review and improve this policy and to evaluate the work of the foundation.

Summary of the main achievements of the charity during the year

Five founding trustees registered.
An additional three trustees registered.
New brand created.
Initial funding input from Kent County Scout Council. (ReQuest Project).
Website created www.requestfoundation.org.uk
Application process created.
Systems and policies in place.
Established a number of key charity partners - RMetS (Royal Meteorological Society), The Polar Collective, UKAHT (UK Antarctic Heritage Trust), RSGS (Royal Scottish Geographical Society), Dundee Heritage Trust.

Section E

Financial review

Brief statement of the charity's policy on reserves

Maintain sufficient reserves to be able to sustain £1000 a year of grant giving for 5 years but levels to be reviewed annually to see if after fundraising and donations we can increase them.

Details of any funds materially in deficit

n/a

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.

The principal source of funds to set up the charity came from a surplus from the Kent Scout County Council ReQuest2021 Antarctica Project.

Section F

Other optional information

The charity's Coop bank account was only in use from March 2024.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

A.S. NOAKE

Position (eg Secretary, Chair, etc)

CHAIR

Date

09/06/2025



Receipts and payments accounts

For the period from	01/02/2024	To	31/02/2025
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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	6,915	-	-	6,915	-
FUNDRAISING EVENTS	1,580	-	-	1,580	-
BANK INTEREST	76	-	-	76	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	8,572	-	-	8,572	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	8,572	-	-	8,572	-
A3 Payments					
EVENT COSTS	643	-	-	643	-
BRANDING & MARKETING	400	-	-	400	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	1,043	-	-	1,043	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,043	-	-	1,043	-
Net of receipts/(payments)	7,528	-	-	7,528	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	7,528	-	-	7,528	-

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

B1 Cash funds

	to nearest £	to nearest £	to nearest £
CURRENT ACCOUNT	1,452	-	-
INSTANT SAVINGS ACCOUNT	1,013	-	-
95 DAY ACCESS ACCOUNT	5,063	-	-
Total cash funds	7,528	-	-
(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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
	A S NOAKE	09/06/2025