

Fund Application Policy and Procedures

1. Applicants can make self referral or can be referred by anyone else to BMCF Trustees/Members directly or through British Malayali (BM) news portal.
2. Trustee Case Coordinator/secretary studies these cases; and if genuine, passes them to Board of Trustees for approval and selection on a monthly basis.
3. All eligible cases will be prioritised every month and with a majority decision of the board of trustees, cases will be considered for fundraising appeal.
4. Applicants should be made aware about BMCF funding process and check for any limitations or restrictions by the applicants as these cases will be appealed through BM news portal. All the applicants need to fill Fund Application Form (BMCF-PRO-01) prior to appeal.
5. Case details passed onto BM news team to prepare fundraising story. BM News Desk in Kerala shall do a final check of the beneficiary details, and may also collect further information for the appeal before a case is published.
6. Allow between 3 - 10 days (based on the fund requirement) for people to respond and donate money. All donations should be made directly to BMCF Bank Account or through BMCF Virgin Money Giving Fundraising account.
7. Assess the fundraising status on a regular basis and update trustees and BM readers accordingly. If required, discuss with trustees for the need of additional appeals.
8. Once the fundraising is over, Secretary/Trustee coordinator communicate the fund raised, public fund handover program and time of hand over to all trustees.
9. The responsible BMCF personnel to sign the cheque and hand it over to the responsible trustee coordinator to hand over to the beneficiary or transfer the money directly to the beneficiary, whichever is deemed appropriate.
10. BMCF to announce the charity fund transfer and public function (case close-out) through BM news.
11. After 30 days of fund handover, the coordinator trustee follows up with the beneficiary the status of the fund utilisation, how the financial support helped them and if anything BMCF could do to help them.
12. BMCF to Close-out the case and Final sign-out by Chairman or Secretary.
13. Any conflicts or difference in opinion in any part of the above process, matter should be discussed with the trustees for agreement.