

### Full DSO Discretionary Fund Rules

1. The amount for the fund will usually be agreed at the beginning of each financial year.
2. For the year ending April 2021 the amount for the fund will be £1500.
3. There is no obligation on DSO to continue with the Discretionary Fund if total DSO funds do not allow.
4. The annual amount set aside must be agreed by the Chair, Secretary, Treasurer and the other two members of the Discretionary Fund panel.
5. The Fund will be administered by a Panel consisting of the DSO Chair, a DSO Trustee, and one other Committee member.
6. The Panel will convene at any time convenient to them, as and when an application is received, but must reply to the applicant within a period of four weeks. If a Panel member is unable to take part (for example due to holiday) one other DSO Officer (ie, Treasurer or Secretary), or Trustee, should be nominated as their deputy.
7. Applications can be made either by the individual or family, or on their behalf by another member of DSO.
8. All funds must be used to further the stated aims of the charity – ie, “supporting people with Down’s Syndrome, and their families, in Oxfordshire”.
9. Applications should be made in writing (by email or letter) to the Panel, detailing how much money is being requested, what it will be used for, and the main beneficiary. Full contact details should be given so that the panel can contact the applicant for further information if required.
10. No more than one application per family may be made in each year.