



Legacy Fund Policy





Document Control

Governance	
Version	1.0
Date	17.07.2026
Owner	Joy Overend
Authorised By	Kirsty Wilkins

Contents

Purpose	4
Scope	4
Guiding Principles	4
Community Support Budget.....	4
Eligibility Criteria	5
Application Process.....	5
Step 1: Application.....	5
Step 2: Assessment	5
Step 3: Decision.....	5
Step 4: Reporting.....	6
Decision-Making Criteria	6
Data Protection & Privacy.....	6
Monitoring & Review	7



Purpose

Pilgrim's Europe recognises the vital role that community groups, charities, educational bodies and voluntary organisations play in supporting local people and strengthening the areas where our team members live and work.

We are committed to contributing positively to our communities in a way that reflects our values, vision, culture and responsibility as a major employer.

This Policy sets out the principles, eligibility criteria and a fair, transparent and consistent decision-making process for providing community support through the 'Pilgrim's Europe Legacy Fund'.

Through the Pilgrim's Europe Legacy fund approach, we aim to:

- Promote inclusion, respect and opportunity across all communities.
- Support local initiatives that enhance social, cultural, educational, wellbeing or environmental outcomes.
- Build strong, positive relationships between Pilgrim's Europe and our surrounding communities.
- Ensure responsible and transparent management of our annual community support budget.

Scope

This policy applies to all community support or sponsorship requests received by eligible organisations relating to a charitable donation for:

- Community and voluntary groups.
- Registered charities.
- Educational institutions.
- Sports and youth clubs.
- Cultural and environmental organisations.
- Social enterprises operating for community benefit.

Guiding Principles

Our approach to community support is guided by:

- Our Vision & Values.
- Positive community impact that benefits a wide range of people.
- Multi-cultural participation and engagement.
- Transparency and accountability in decision-making.
- Responsible use of company and charitable resources.

Community Support Budget

Applications are for £5000 / €6000. Pilgrim's Europe reserves the right to increase or decrease the sum as it sees fit.



Eligibility Criteria

Applicants must be a representative of 'Recipient Organisations' as outlined below.

Eligible Recipient Organisations falls into the following categories:

- Registered charity or community organisation.
- Not-for-profit group or Community Amateur Sports Club.
- Educational or training institution.
- Cultural or environmental organisation.
- Social enterprise with a clear community benefit.

And

- Demonstrate appropriate governance and financial controls.
- Provide supporting documentation during the application process.
- Agrees to open book audit of financial audit of the sums received and undertakes to use funds only for the approved purpose.
- Commit to submit a Legacy Impact Report (timeframe shall be agreed between the parties and will depend on the size and duration of the project - estimate between 3 to 12 months of payment).
- Agrees to appropriate acknowledgement of Pilgrim's Europe as a community supporter (Logo placement, Event signage, Web or social media mention, Press acknowledgement) Recognition would be proportionate to the level of support provided and agreed between the parties.

Out of Scope (Non-Eligible)

- Political or religious organisations.
- Discriminatory, exclusionary or sectarian activity.
- Commercial or for-profit initiatives.
- Organisations or activities that present reputational, legal or ethical risk to the community or Pilgrim's Europe.

Application Process

Step 1: Application

Applicants must complete the Pilgrim's Europe Legacy Fund Application form accessible through the Pilgrim's Europe website.

Step 2: Assessment

- i. Governance assessment for eligibility.
- ii. New eligible applications will be reviewed monthly by the Legacy Fund Panel in line with the criteria outlined in this policy.

Step 3: Decision

Applicants will be notified of the outcome within twelve weeks of application.



Step 4: Reporting & Auditing

Recipients must submit a Legacy Fund Impact Report within the agreed timeframe of receiving funding.

Recipient agrees to Agree to open book audit of financial audit of the sums received.

Decision-Making Criteria

1. Applications will be reviewed in line with Pilgrim's Europe Vision, Values & Charity & Community Strategy and our commitments to people, community wellbeing, sustainability and inclusion.

This includes:

- Positive impact on wellbeing, education, culture or environment.
 - Relevance to our colleagues and local communities.
 - Enhancement of Pilgrim's Europe's role as a responsible community partner.
2. Community and Social Impact
Applications must demonstrate community benefit in line with our Vision and Values:
 - In providing educational, cultural, wellbeing or environmental outcomes.
 3. Geographic Relevance
Preference will be given to localised initiatives within communities surrounding Pilgrim's Europe sites however wider initiatives may be considered where there is clear benefit and alignment.
 4. Visibility & Recognition
Willingness to agree appropriate acknowledgement of Pilgrim's Europe as a community supporter.
 5. Accountability & Reporting
Successful recipients must:
 - Use funds only for the approved purpose
 - Submit an Impact Report within the agreed timeframe
 - Provide evidence and documentation as required

Data Protection & Privacy

Pilgrim's Europe processes personal data in line with applicable data protection legislation. Any personal information submitted as part of the application or governance process will be used solely for:

- Assessment
- Administration
- Monitoring
- Evaluation and reporting



Applicants and proposed recipients are responsible for ensuring that all personal data shared with Pilgrim's Europe has been collected lawfully and meets safeguarding and compliance standards, particularly where children or vulnerable individuals are involved.

Monitoring & Review

An annual Legacy Fund Impact Report will be produced outlining:

- Total community support spend
- Geographic distribution
- Types of initiatives supported
- Community impact

This policy will be reviewed annually to ensure continued alignment with Pilgrim's Europe's values and community priorities.