

East End Community Foundation Grant Making Procedures

1. Timetable & Deadlines

- 1.1 The Grants Committee meets three – four times per year to consider grant applications
- 1.2 Grants programmes run from 1st April to 31st March.
- 1.3 There are three main application deadlines per year as agreed by the Board of Trustees

2. Application Method

- 2.1 Applications must be submitted by midday on the application deadline date
- 2.2 Applications must include supporting documentation: constitution or articles of association, most recent annual accounts, a recent bank statement, equal opportunities policy, child protection or vulnerable adults policy

3. Criteria

- 3.1 Criteria for each grants programme will be set by the donor partner or if EECF funds, agreed by the Board of Trustees
- 3.2 Criteria for each grants programme will be reviewed annually
- 3.3 Organisations must be formally set-up as a not-for-profit organisation to be eligible to apply to EECF for funding
- 3.4 Applicants must apply within the set guidelines of the relevant grants programme to be eligible for funding
- 3.5 Grants are awarded for a 12 month period

4. Responsibilities

- 4.1 EECF Grants Team is responsible for processing applications, conducting assessments and due diligence checks and making funding recommendations
- 4.2 Donor Panels are responsible for reviewing the funding recommendations and agreeing final recommendations for approval
- 4.3 EECF Grants Committee is responsible for approving donor recommendations and agreeing final recommendations for EECF Funds
- 4.4 EECF Board of Trustees is responsible for approving EECF grants

5. Grant-making Practice

- 5.1 Processing of Grant Applications
 - 5.1.1 Applications are received using the DIGITS online system and imported by the grants team
 - 5.1.2 Initial review of applications is undertaken to confirm eligibility criteria has been met

- 5.1.3 Assessment is completed of application (see key assessment elements document)
- 5.1.4 If more information is required the grants team will request this via phone or email
- 5.1.5 Summaries are prepared of each application along with a funding recommendation
- 5.1.6 Recommendations are presented to the relevant decision making panel

6. The Decision Making Process

- 6.1 A summary of the application is presented to the relevant decision making panel (either donor panel, grants committee or EECF board)
- 6.2 The application is considered and discussed taking into account the criteria and availability of funds.
- 6.3 A majority vote is taken for a decision on the application and the amount to be awarded.
- 6.4 The decision is recorded by the grants team
- 6.5 Any decision made with accompanying notes is entered on DIGITS.

7. Informing Applicants

- 7.1 The grants team will notify the applicant via letter with one of the following outcomes:
 - 7.1.1 Rejected
 - 7.1.2 Deferred or additional information requested – the additional information will be shared electronically with the panel members to agree a rejection or award
 - 7.1.3 Approved – grant details are included in a formal offer letter along with conditions of grant

8. Payment of Grant

- 8.1 Upon receipt of a signed Conditions of Grant, payment is made via BACS to the bank account of the applicant.

9. Monitoring, Reporting and Evaluation

- 9.1 Successful applicants are required to complete an online end of grant report, detailing the progress of the project and the outcomes achieved
- 9.2 If the grant has not been spent within 12 months, the unspent money must be returned to the Trust.
- 9.3 At the Trust's discretion, the applicant may be given more time to complete the project and/or to return the unspent money.
- 9.4 Arrangements are in place for withdrawing funding in the event of unsatisfactory Grant Reports or any other breaches of the Conditions of Grant.