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.