

## **East End Community Foundation Grant Making Procedures**

### **1. Timetable & Deadlines**

- 1.1 The Grants Committee meets four times per year to consider grant applications
- 1.2 Grants programmes run from 1<sup>st</sup> April to 31<sup>st</sup> 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, equality and diversity policy and a safeguarding 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. Conflicts of Interest**

- 7.1 At the beginning of each decision making panel a record will be taken of any conflicts or declarations of interest by panel members
- 7.2 Members of the decision making panels are eligible to apply for funding but must declare this and will not be present for any discussion or decision making on their request
- 7.3 If a panel member's application is unsuccessful they are required to request feedback via the Grants Team, a discussion regarding their application at decision making panels is not permitted.

## **8. Informing Applicants**

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

## **9. Payment of Grant**

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

## **10. Monitoring, Reporting and Evaluation**

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