



## **Audrey Mosey Committee Grant Making Policy (Large Print) Expressions of Interest**

### **1. Priority 2019/22**

The I AM Fund Committee reviews programme impact and local needs to set annual priorities.

We are currently welcoming *expressions of interest* from Hull and East Riding charitable organisations that provide opportunities for children and young people (ages 0-18) to participate *in* performance arts.

We aim to support organisations which actively involve young people and children in their project development and deliverance, and who are dedicated to championing a next generation of creatives.

**Project proposals must meet at least ONE of the following priority themes:**

- Inspire creative expression
- Improve experience
- Invest in local talent

## **Project proposals should also demonstrate:**

- A commitment to learning and development
- A clear understanding of the project's legacy

## **2. Who can apply?**

- Registered Charities
- Constituted Community and Voluntary Organisations
- Community Interest Companies (see notes<sup>\*\*</sup>)
- A business with social objectives and reinvest all profit into these objectives
- Charitable Incorporated Organisation

## **To be eligible the organisation must have:**

- A management committee, Board of Trustees or Board of Directors with at least 3 unrelated people as members.
- A written constitution or set of rules that demonstrates the purpose and management of the organisation.
- A bank account in the name of the organisation with at least two unrelated cheque signatories.

We will prioritise small, grassroots charities and community organisations over larger organisations that have a higher profile and dedicated fundraising staff.

Organisations can only be in receipt of *one active grant* at any one time; a completed end of grant form and fulfilment of grant conditions will determine if the grant is still active.

### 3. Exclusions

Grants will **not** normally be awarded to the following projects or organisations:

- Organisations operating outside our area of benefit
- Previously funded organisations with overdue end of grant form.
- Local branches of national organisations (unless locally managed and financially independent)
- Public bodies to carry out their statutory obligations.
- The promotion of religion or political causes.
- Retrospective funding – projects that have started or already completed.
- Organisations with more than 12 months' reserves.
- General large appeals, sponsored and fundraising events that do not offer a substantial difference to our area of benefit

- Consultancy fees (including professional bid writer's fees).
- Projects that duplicate an existing service.
- One-off events without long term benefit.
- Items that will be removed from the area of benefit (without our prior consent).

#### **4. Expressions of Interest Process**

Grants are typically available for one year. Organisations can apply for I AM Fund grants between **£250 and £10,000**.

It is a requirement of the grant award that the project should start within two months of the payment of the grant.

**The Expressions of Interest process is as follows:**

- All Expressions of Interest will be processed using the Beecan grant management system.
- Once an Expression of Interest has been submitted, applicants will be contacted by the I AM Fund Engagement Officer to further discuss the project before making a formal application.
- If the I AM Fund Engagement Office agrees that your project fits the Committee's priority themes you will be encouraged to make a formal application via Beecan.
- The Committee will consider a verbal presentation if this better suits your organisation's needs.

- Project budgets must be clear and linked to the direct costs of the proposed project.
- Due diligence checks include using Beecan data and supporting documents supplied with application. We may approach external partners to ensure suitability.
- An assessment of the application is made based on an assessment template agreed by the panel members and our Board of Trustees.
- Final decision will be made by the Trustees based on information recorded and recommendations made during the panel assessment process.

### **Funding support and guidance will be distributed either via:**

- An open application process with advertised criteria and deadlines using Beecan.
- A targeted application process to address a specific localised need. This may involve inviting a smaller number of organisations that fit a specific criteria to submit an application. This is only used where there are limited funds to award an open application process would lead to the overwhelming majority of applications being unsuccessful and create a capacity issue for HEY Smile Foundation.
- Occasionally we award grants to a specific organisation to deliver a project on behalf of the programme. In these cases the programme will agree the selection process for organisations and the grant will be subject to a Service Level Agreement.

## 5. Grant Panels

- Assessment of applications will involve a panel, if recommended for funding, HEY Smile Foundation Trustees will consider and endorse recommendations.
- Audrey Mosey Fund Committee will form the assessment panel; to include two representatives of the estate and a Trustee from HEY Smile Foundation.
- HEY Smile Foundation will provide administration support and guidance during each meeting but this role does not include voting powers.
- To endorse panel recommendations will require the same number of Trustees to make a quorate decision (as defined within HEY Smile Foundation governing document).
- Committee decisions are made by reaching a consensus.
- However if a vote is required, the Chair of the meeting will have the deciding vote in the case where there is no majority.
- The Committee and Trustee decision is final; applications **cannot appeal**.
- In the event that an applicant has to withdraw their application after the panel decision has been made; the Committee Chair, in consultation with Members and Trustees, can agree to award the grant to another applicant.

## 6. Notifying applicants of the panel decisions

- All applicants are notified of the panel decision within two weeks of the panel meeting.
- Unsuccessful applicants will receive feedback about the main reasons why their application was not successful with any relevant signposting to other funding advice or grant programmes managed by other funders.
- Successful applicants are required to sign our Terms and Conditions before payment by BACS or Cheque can be made.
- Applicants are also required to submit a payment receipt to ensure that the funds have been received into the correct account.
- Successful applicants are required to record any grant awarded by the Charity in their annual accounts; income to be restricted, referring to the fund as “Smile Foundation; Audrey Mosey Fund”.

## 8. Grant Acknowledgment and Project evaluation

- The committee has implemented a simple monitoring framework to capture actual expenditure, the difference made and any lesson learnt. In agreement with each successful applicant, Terms and Conditions will include clear outcomes for the project
- That the applicant will report back on in the end of grant project evaluation. This will support our evidence of public benefit and explore new ways of working.
- It is also a requirement that successful applicants follow PR and logo guidelines when promoting their projects. The committee may request a case study mid-way through the project to highlight

the impact of the project from the view of a service user, client or beneficiary.

- Trustees may carry out visits of the projects it has funded and has a target of carrying out a minimum of visits that reflect 10% of projects funded per year.
- If a project is not progressing satisfactorily or there is an under-spend at the end of the project then these monies must be returned unless a revised project budget and timeframe have been agreed in writing by the Trustees before the end of the grant period.
- The Committee is keen to give active support to organisations where possible, and welcomes invitations to attend open days and Annual General Meetings.

## **9. Feedback from applicants and Complaints Policy**

- We welcome feedback from all applicants on our application process and we are continually looking at ways to make improvements to ensure that the process is efficient and effective but also supports applicants through the process.
- Feedback surveys will be circulated as part of our monitoring process of successful applications. If they have been unsuccessful with an application, they will also receive via letter a link to an online survey.
- In the event that an applicant is not satisfied with their experience and wish to make a formal complaint in writing. Our complaints procedure can be requested by contacting the charity via email.



For more information about submitting an application or any information contained in this policy please contact:

I AM Fund Engagement Officer - [iamfund@heysmilefoundation.org](mailto:iamfund@heysmilefoundation.org)

## Notes

\*CICs are entitled to pay share dividends of up to 50% of their income so this ensures that this income would be raised through trading and not grant funding.

\*\*CICs are entitled to pay directors and this is often the reason why the CIC model is chosen instead of a registered charity where trustees are normally unable to be paid.

As directors can be paid and set the price for a share dividend (without other checks and balances in place) we need to have information on the salary levels of directors.

## List of Supporting Documents required by Applicants

Document	Why do we need it?
Constitution / Memorandum of Articles and Association	Demonstrates that an organisation has some form of rules about how it is governed – should include election of Chair, Treasurer, Secretary, when and how often meetings held and a dissolution clause.
Management Committee list	We require a list of names and addresses (where possible) identifying Chair, Treasurer Secretary and cheque signatories. Demonstrates that the organisation has enough trustees to oversee the running of the organisation (minimum of 3), and whether they are related (especially important with cheque signatories)
Annual Accounts	These can be audited accounts or an income/expenditure spreadsheet depending on the size of the organisation. Demonstrates the financial position of the organisation regarding income, expenditure, loans, liabilities etc

<p><b>Bank statement</b></p>	<p>Demonstrates that the organisation has a bank account in their name and we can check whether overdrawn or running up high balances.</p> <p>*Important that it shows account name, sort code and account number clearly</p>
<p><b>Safeguarding Policies/Equal Opportunities</b></p>	<p>Children and Young People or Vulnerable Adults – demonstrates that the organisation has policies in place</p>