

WORCESTERSHIRE COMMUNITY FOUNDATION EMERGENCY FUND							
Title	Grant Awarding Protocol						
Reference	014	Version	1.1	Date	03/02/2016	Author	R. Britton
Review	01/09/2017	Notes	It should be noted that this document describes only a process, it is for the Grants Panel to determine specific awards on their merit.				
Purpose	To set out the high level processes governing the awarding of Emergency Fund Grants						

1. Authority on the award of grants from the Emergency Fund rests with the Grants Panel and its Chairman as in the case with most grants, however because of the potentially compressed timescales and extent of Emergency Fund grant giving there is a need for additional arrangements.
2. For the purposes of Emergency Fund grants the Panel will be extended to include representatives nominated by those organisations involved in the collection of donations and such other individuals as may be deemed necessary by the Chair of the Grants Panel for the efficient discharge of the Grants Panel's work. This will be known as the Emergency Fund Grants Panel.
3. As soon as practicable after the Emergency Fund is activated a meeting of the normal Grants Panel, excluding those additional members described above, will be convened in order to agree detailed arrangements.
4. Grants may only be awarded to organisations which, in the opinion of the Grants Panel are suitable for the purpose of the award of grants in the circumstances of the particular emergency. Such organisations will normally have been (a) pre-certified by the Grants panel or (b) in exceptional circumstances approved after due diligence in relation to a particular application.
5. The due diligence criteria are detailed in the form presented as an annex to this document.
6. Grants will not be made to individuals unless, in exceptional circumstances the Board determines otherwise.
7. Grants will only be awarded on the basis of a satisfactory application form (a copy of which is attached as an annex)
8. In exceptional circumstances where it is not practicable to use such a form alternative documentation may be accepted.
9. Grants will not be made where resources can be drawn down under the Belwin Scheme unless it is exceptionally agreed that delays caused by such an approach would result in particular hardship.
10. Grants may be awarded either:
 - a. By a quorate meeting of the Emergency Grants Panel
 - b. By the agreement of at least 4 members of the Emergency Grants Panel operating in a virtual environment (telephone, e-mail or online meeting)
 - c. In exceptional circumstances by the Chair of the Grants Panel
 - d. In wholly exceptional circumstances by the Chair of the Foundation where no other option is practical.
11. The Emergency Grants Panel members involved in any decision will be determined by the Chair of the Grants panel, or where that person is not available by the Vice-Chair of the Grants Panel or Chair or Vice-Chair or Treasurer of the Foundation; who will seek an appropriately wide ranging membership.
12. The quorum for an Emergency Meeting of the Grants Panel will be 4.
13. Grants will only be awarded if there are sufficient funds available to make such awards.
14. Deferred awards may be made which will be dependent on the availability of funds.

15. Payment of Awards will be actioned by the Treasurer on receipt of a duly authorised instruction who will only make a payment if satisfied that sufficient funds are available.
16. A rolling report of all grants awarded, the organisations receiving the award and the purpose of the award will be collated and made available to all members of the Emergency Fund Grants Panel and WCF Board as soon as practicable after each award is made.
17. In the exceptional case of grant awards to individuals the following protocol will be observed:
 - a. The standard approach of the Emergency Fund is to deliver benefits through existing charitable organisations, however there may be circumstances where this is not practicable and the WCF needs to take the initiative and act as the awarding body itself.
 - b. This will only occur in wholly exceptional circumstances where the emergency is such that no alternative arrangements can be made. This may be because the emergency is such that functioning charities are not available or the nature of the emergency is such that no relevant charity exists and the formation of one would cause an unreasonable delay.
 - c. Where such awards are to be made they will be managed by a special Group nominated by the Grants Panel.
 - d. The quorum for this Group will be 5 with at least half being members of the WCF Board.
 - e. The Group will determine the criteria for awards following consultations with interested parties.
 - f. Before being acted upon the criteria must be approved by the Chair of the WCF who will, amongst other matters, ensure that awards fall within the scope of the WCF.
 - g. Before awards are made arrangements must be made with the Treasurer to ensure that payment arrangements are fit for purpose.
 - h. The Group may seek applications for awards or, particularly where the potential beneficiaries are a clearly defined group, approach the beneficiaries directly with an offer of an award.
 - i. In general the operational management of awards will follow existing protocols although it may be that special arrangements have to be made.



Authorisation for an organisation to apply for Emergency Fund Grants from Worcestershire Community Foundation

This form seeks authorisation to apply for grants and is not a grant application itself. This two stage process is designed to allow due diligence to be undertaken at an early stage to facilitate the rapid award of particular grants in an emergency situation.

Name of Organisation			
Name of contact person			
Position in organisation			
Mobile telephone number			
Landline telephone number			
E-mail address			
Postal address			
Is your organisation a charity?	Charity Commission reference number		
Is your organisation a company?	Companies House reference number		
Status if not a charity or company			
Year organisation established			
Number on Board or equivalent			
Principal aims of the organisation			
Organisation's web address			
Geographical area of benefit			
Number of full or part time staff			
Approximate number of volunteers			
Turnover in the last financial year			
Please enclose a copy of the following documents or give web address where available			
Constitution or rules			
Latest independently examined accounts			
Latest Annual Report			
Public Liability Insurance Certificate			
Child Protection Policy (if working with young people)			
Signed			
Position		Date	

FOR WCF USE

Date received			
Date Considered by Grants Panel			
Approved or Rejected			
Date for review			
Restrictions or comments			
Signed		Date	



Application for an Emergency Fund Grant

Applications will only be considered from pre-authorized organisations or where accompanied by a satisfactory authorisation form.

Name of Organisation			
Name of contact person			
Position in organisation			
Mobile telephone number			
Landline telephone number			
E-mail address			
Postal address			
Amount sought	£		
Has any application for this sum or part of this sum been made elsewhere?			
What will the grant be used for?			
How much of this grant will be spent on staff?			£
How much of this grant will be spent on "back office" administration?			£
How much of this grant will be spent directly on beneficiaries (excluding staff costs)			£
How much of this grant will be spent on other things (please specify)?			£
Total (which should be the same as the amount sought noted above)			£
How many people do you estimate will benefit from the award of this grant?			
What is the geographical extent of the benefit of this grant?			
Details for payment			
Bank name			
Account name			
Sort code			
Account number			
<ol style="list-style-type: none"> 1. We agree only to use the grant for the purposes described above 2. We agree to provide Worcestershire Community Foundation with an account of the expenditure of this grant, including receipts, timesheets etc. 3. We agree to provide an end of grant report in a form specified by Worcestershire Community Foundation 4. We agree to provide, where practicable statements and photographs for publicity purposes 			
Signed			
Position		Date	