

# Freedom Church *Everyone Matters Fund* Grant Making Policy

March 2020

## 1. Objectives of the fund

The Everyone Matters Fund exists to provide financial or practical support to people impacted by coronavirus (COVID-19), who have limited or no other help available to them.

## 2. Priorities for support

Funds will be made available for the following purposes:

1. Cash payments to replace basic income that has been lost
2. Money to buy food and other essentials (eg, electricity, medication etc.)
3. Financial support to enable access to medical treatment
4. Support for other essential, practical needs not described above

The total support provided by the Fund is limited to the amount of funds raised for distribution during this crisis.

All of the funds raised will be:

- a. Used for the purposes listed above, including covering the limited costs associated with raising and distributing the funds.
- b. Donated to other projects or causes helping people in poverty and / or distress, in the event that more funds are raised than can be distributed in line with the Fund's objectives and priorities.

## 3. Principles

In awarding grants, the Funding Committee, on behalf of the Freedom Church Trustees, will apply the following principles:

- Applications from any geographical area worldwide are eligible for consideration.
- Applications can be made by individuals.
- Applications must meet the objectives and priorities of the Everyone Matters Fund, and are subject to the exclusions listed below.
- All applications from previous recipients of grants, or from previously unsuccessful applicants, will be considered by the Funding Committee on their own merits. Although the Funding Committee will have regard to the outcome of the previous application, any new application will in no way receive preferential or adverse consideration.
- Freedom Church will not, save in exceptional circumstances, make individual awards in excess of £2,000.

#### **4. Exclusions**

The Funding Committee will not normally approve the use of the Charity's funds for medical research, postgraduate study, or purposes for which the national government has a statutory responsibility to provide.

The Funding Committee reserves the right to approve or decline any application, but will endeavour to provide feedback, if requested, where an application is declined.

#### **5. Grant application process**

All applications for grants should be completed in conjunction with this policy.

They must be made by using the online application form on the Freedom Church website ([www.freedomchurch.cc/emf](http://www.freedomchurch.cc/emf)).

Due to restrictions, travel limitations and / or lockdowns resulting from the coronavirus pandemic, we cannot currently accept applications in any other way.

#### **6. Information requirements before awarding a grant**

Before awarding a grant to any individual, the Funding Committee requires that each application should:

- Inform the Funding Committee of the purpose of the application and the way in which the grant will be used.
- Inform the Funding Committee of the name and full contact details of a referee who is prepared to support the application.
- Provide adequate information regarding the identity and financial status of the applicant and/or of the applicant's household.
- Be signed or verified by the applicant (or in the case of applications by persons under the age of eighteen years, by his or her parent or guardian) to confirm that all information provided is correct.
- Demonstrate that support applied for is not available through other means (eg, Government benefit, Social Security, family, personal savings, cost savings in the form of repayment holidays from banks, etc.)

#### **7. Assessment process**

7.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Applicants must be prepared to provide such other information as the Funding Committee may reasonably require in order to assist them in their decision-making process.

7.2 Grants will be considered by the Funding Committee at their meetings, and the Funding Committee will aim to write to all applicants informing them of the outcome of their application for funding within two weeks of receipt of a completed application (including all necessary references).

7.3 Applicants should note that, as with many other charities, Freedom Church may receive more applications to the Everyone Matters Fund than it has funds to support. Even if an application fits within the criteria and priorities of the charity and a detailed assessment has been made, the charity may still be unable to provide a grant.

## **8. Monitoring and publication**

8.1 It is the policy of the Funding Committee to monitor all grants made. To this end, before a grant can be confirmed, conditions may be stipulated appropriate to the application and progress may be assessed against agreed targets and/or milestones.

8.2 If the grant is payable in instalments, then payment of subsequent grant instalments may be dependent on satisfactory progress having been demonstrated, and the Funding Committee reserves the right to withdraw the grant on receipt of unsatisfactory progress reports.

8.3 Failure to submit reports at the time specified by the Funding Committee may also jeopardise the continuation of the Charity's support. The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of any report is delayed, to allow a mutually acceptable date for submission to be agreed.

8.4 Monitoring visits by representatives of the Charity may be made during the period of a grant.

8.5 The Funding Committee also expects to receive copies of any published articles, papers or other outputs which may result from the grant.

## **9. The Funding Committee**

The Funding Committee is a committee appointed by the Freedom Church Trustees to review applications, and then approve or decline applications for support.

Before the Funding Committee reviews application:

- The application is reviewed to ensure it meets the Fund objectives and priorities.
- If the application meets the objectives and priorities, it is advanced to the Funding Committee for consideration.
- If the application does not meet the objectives and priorities, it is declined (with the option of guidance to assist in a resubmission).

The decisions of the Funding Committee and the ability of the committee to operate is governed by the following criteria:

- A quorum of three members is necessary for the committee to make decisions.
- Decisions are made by consensus. In the event that this is not possible, a vote will take place with the Chair of the Funding Committee having the casting vote in the event of a tie.
- All applications that meet the criteria and the quality threshold are awarded a grant if there is sufficient budget. However, the Funding Committee reserves the right to use a scoring system in the event of the grants scheme becoming competitive and not being able to make an award to all qualifying applications.

The decisions that the panel can make are as follows:

1. Approve application with standard conditions
2. Approve application with additional conditions
3. Approve application for different amount
4. Request a resubmission with guidance
5. Decline application

#### **10. Procedures following a meeting of the Funding Committee:**

If an application is *approved*:

- Email applicant (or send letter)
- Clarify conditions (if any).
- Clarify payment amount, details and schedule.
- Agree any relevant milestones, progress report requirements etc.
- Request bank details - overseas payments may be made via an approved partner.
- Make payment.

If an application is *rejected*:

- Send rejection email (or letter).

If a *resubmission* is recommended:

- Contact (via email, letter or phone call) the applicant and explain the reason for the decision and what needs to be addressed.
- Invite the applicant to resubmit their application.

#### **11. Grant claim and sign-off procedures**

This area may vary considerably depending on the applicant's circumstances, but should adhere to any terms and / or conditions laid out by the Funding Committee.

Before a grant can be considered 'complete' the Funding Committee will need to be satisfied that funds have been used as agreed and any relevant progress has been satisfactory.

The Funding Committee may request evidence (receipts, photographs, reports) to reach this conclusion.