

# **The Nicola Corry Support Foundation**

## **Trustee Information**

### **Grant Award Protocol**



### **Purpose**

This document sets out the criteria for the awarding of grants to families and the mechanism for approval of such awards by the Board of Trustees.

### **Introduction**

The Nicola Corry Support Foundation (NCSF), 'The Charity', is an organisation created to assist families who are caring for someone within the family who is suffering from cancer. The purpose of the support is broad ranging including childcare, ongoing costs of living, to offer respite for families from the care of children or the opportunity to have holiday activities together. Please see the section on criteria for further details.

All families that reside within the United Kingdom are eligible to apply for a grant from the NCSF Grant Fund. This fund is maintained by fundraising activities and by donations from members of the public and companies.

The Charity is managed by a Board of Trustees who can award grants to families who have applied to the Charity for help. These grants are made entirely at the discretion of the Board of Trustees and there is no requirement for the Board of Trustees to seek or clarify information unless there is good reason to do so. Applications will be judged entirely on the merits of the details given. The Board of Trustees will monitor the ethnicity and other equality data to ensure that applications are dealt with fairly in a non-discriminatory manner.

### **What is a family?**

In general terms a family will be deemed as at least one parent and a child under the age of eighteen years who live in the same household. The children who have been adopted into the family are eligible, however children who are under foster care by the family are not normally eligible as families who undertake fostering are often supported by their local authority.

### **Does it matter where the family lives?**

The family must be residents of the United Kingdom.

### **Who is eligible?**

Families where an adult with parental responsibility is suffering from cancer. The applicant must also have a UK Bank Account that is capable of receiving cheques and/or online payments.

Families where the child is suffering from cancer are also eligible but where the Grant Fund has limited resources the priority of these applications is superseded by families in the above category.

### **How are applications received?**

A correctly completed application form will be the only acceptable form of application. Any incorrectly completed application forms will be returned to the applicant with a request to correctly complete it.

All application forms must be counter signed by a healthcare professional to assure the Charity that the applicant's diagnosis is genuine. The healthcare professional is not responsible for verifying any financial information within the application.

Anyone can make an application on behalf of a family but the family must be fully aware of the application and in agreement to give information to NCSF to enable an informed decision to be made.

### **What can grants be used to pay for?**

Grants can be used to pay for a variety of activities and/or costs to support the family in its day to day activities. The principle is one of helping relieve loss or suffering by the family as a result of the ill health or therapy brought about by cancer.

Once paid, grant monies are intended for the use stated upon the application form and, at the discretion of the Board of Trustees, proof of expenditure may be requested.

The following list is indicative and not exhaustive:

- Childcare costs
- Costs of transport for therapy
- Costs of out of school clubs
- Short breaks for families
- Additional food expenses brought about due to the illness

### **What exclusions are there on the use of grant monies?**

Grants will not be awarded to pay for the repayment of debts or for activities that do not appear to be of benefit to the whole family. The only possible exception to this would be consideration to pay outstanding amounts to a registered childminder where these have occurred in the recent past.

### **How will the Board of Trustees decide upon grant applications?**

The Board of Trustees will nominate one of the Trustees to handle applications on its behalf. All applications will normally be assessed in the date order that they are received.

Applications are normally assessed at the regular meetings of the Trustees and the decisions recorded in the Minutes of the Meeting. However in order to avoid unnecessary delays, applications can be assessed by email between meetings and the decisions recorded at the next Trustee Meeting.

Records will be kept of all decisions. It is anticipated that decisions will be unanimous but majority voting is acceptable for the approval of grants. Where required, the Chair of the Board of Trustees (or deputy) will have a casting vote.

**What is the procedure if the applicants are personally known by a Trustee?**

Where possible the Trustee will absent themselves from the consideration of the grant award in question. Where that is not deemed practicable, the Chair of the Board of Trustees (or their deputy) must be assured that the decision making process is fair and free from bias.

All declarations of interest in any application must be made prior to consideration of the application and these will be recorded in the minutes of the meeting.

**Is there an appeals process?**

If a grant is not awarded by the Board of Trustees the applicant will be informed with details given as to why the application was unsuccessful. If the family and/or healthcare professional believe that the grant was unsuccessful due to a lack of information being submitted they may re-apply for a grant. If after this reconsideration the grant is not awarded, there will be no further reconsideration process. In most cases applications will not be accepted until a period of three months has elapsed.

**When are grant awards to be reviewed?**

If a grant is awarded on an ongoing basis (for example for childcare costs) the grant application will be reviewed every three months at the next meeting of the Board of Trustees.

**Approval date:** October 2017

**Review date:** Maximum of two years from approval date.