

Downright Perfect (1200893)
Financial Grant Review Policy & Committee Terms of Reference

Downright Perfect offers financial grants to assist with the costs of therapies and resources. This policy is intended to ensure that applications are dealt with consistently, fairly and transparently.

Purpose and Authority of the Financial Grants Review Committee ('the Grants Committee')

- The purpose of the Grants Committee is to review and decide all financial grant applications received from members of the charity in accordance with this policy.
- Where the circumstances of a particular grant mean that payment cannot be made in the normal way under this policy, the Grants Committee should refer to the Board of Trustees without reference to the name of the applicant.
- In order to be able to respond to applications quickly, the Grants Committee makes decisions through electronic communications unless the Grants Committee members consider there a need for a meeting in person or by video.

Membership & Appointment of the Grants Committee

- Any trustee or volunteer may be a member of the Grants Committee
- Members of the Grants Committee shall be appointed by the Board of Trustees and shall remain in place until the Board of Trustees decides to review the composition of the Grants Committee
- The Grants Committee shall have a Chair person appointed by the Board of Trustees
- There shall be a minimum of 3 members of the Grants Committee.

Decision making by the Grants Committee

- Decisions are made by way of a majority.
- Where there are an even number of Grants Committee members, the Chair shall have a casting vote.

Record of decisions made by the Grants Committee

- Decisions shall be recorded by the Grants Committee Chair and communicated to the applicant by email or by whatever means the application was received.

Reporting to the Board by the Grants Committee

- The Grants Committee shall report to the Board at each meeting with a summary of the number of grants received, the number approved and the number rejected.

Decision making procedure

1. Applicant completes and returns the application form.
2. The Grants Committee reviews the application, such review may take place electronically or in person and should occur within 14 calendar days of receiving the application.

The Grants Committee must check;

- a. The applicant resides in Dorset (BH or DT postcodes)
- b. That the applicant's child has Down's Syndrome (if the family is not known to the charity, then evidence in the form of a redacted medical letter/report should be requested)
- c. Whether the applicant has already used their grant allowance within the last 12 months*
- d. In the case of an application for therapies, check that the provider is a qualified professional and, where appropriate, registered with an appropriate body.

In the case of an application for resources / equipment, the purpose of the item/s must be to support the development of gross motor skills, fine motor skills or speech & language. The item/s must be either (i) recommended by a medical or educational professional, or (ii) be a widely recognised specialist resource to support development including, but not limited to, See & Learn resources, signing resources, physio/OT therapy equipment, specially adapted equipment such as wheelchairs and bikes.

Trustees have expressly decided that grants do not extend to recreational activities such as swimming lessons, trips or holidays.

* At the discretion of the Grants Committee members and where there is an apparent developmental need of a member, the Grants Committee may bring forward the date on which a member can apply for their next grant. For example, if a member has received a grant in Jan 2022 they would ordinarily next be able to apply for a grant in Jan 2023. However, in the circumstances referred to above, the Grants Committee may accept an application in (for example) Sept 2022. The date on which the applicant could apply for a third grant would be Jan 2024.

Accepting an application

In the case of an application for therapies, the applicant should be informed in writing that their application has been accepted by any member of the Grants Committee. Subject to the details of the request, it may be necessary to discuss the details as to how the grant will be used with the applicant.

Payment must always be made to the therapy provider and not the applicant directly.

Unless the therapy provider insists otherwise, the parent should pay any contribution to the invoice that they are paying directly to the provider.

In the case of an application for resources / equipment, the applicant should be informed in writing that their application has been accepted by any member of the Grants Committee. The applicant should be asked to provide the details of their preferred supplier. If the total item cost is less than the grant sum available, the charity will purchase the item and arrange for it to be delivered to the applicant. If the total item cost is more than the grant sum available, the applicant will be asked to transfer the balance to the charity before the item is purchased. The item will then be purchased by the charity and arrange for it to be delivered to the applicant.

Payment should not be made to the applicant directly.

Rejecting an application

If the Grants Committee is considering denying a grant application, they should first take the following steps, unless there is a good reason not to;

1. Ask for additional information from the applicant
2. Seek an opinion from a relevant professional.

If a decision is made to reject an application, a response in writing must be sent to the applicant explaining why the decision to reject the application has been made. The response must be approved by all members of the Grants Committee before it is sent and may include reference/ a copy of comments made by consulted professionals.

Appeals Procedure & Grants Appeals Committee Terms of Reference

If an applicant is not satisfied with the reasons given for an application being rejected, they should be invited to resend the application (amended if they wish) to the Grants Appeal Committee.

- The purpose of the Grants Appeals Committee is to review any appeals that are received following a decision by the Grants Committee to decline an application.
- The Grants Appeals Committee shall consist of trustees only and there should be a minimum of 2 members. The members of the Appeals Committee shall be appointed by the Board of Trustees who shall also appoint a Chair.
- Decisions by the Grants Appeals Committee are to be made unanimously where there are 2 members and by majority where there are more than 2 members with the Grants Appeal Committee Chair having the casting vote.
- Decisions shall be recorded by the Grants Appeal Committee Chair and communicated to the applicant by the Grants Appeal Committee Chair by email or by whichever means the appeal was received with the wording the such communication being agreed by all members of the Grants Appeal Committee.
- The Grants Appeal Committee must meet in person to review the application.

If the Grants Appeal Committee is considering denying a grant application, they should first take the following steps, unless there is a good reason not to;

1. Ask for additional information from the applicant
2. Seek an opinion from a relevant professional

Committee Members

Grants Committee

Gill Clark (Chair)

Claire Oakley

Katherine Clark Sevilha (volunteer appointed to the committee in accordance with the Constitution)

Grants Appeal Committee

Emma Cross

Patience Saunders (Chair)

This policy is meant to supplement good judgment, and trustees should respect its spirit as well as its wording.

Date Adopted: 31/05/2023

Date last reviewed: 04/11/2024



Emma Cross

Chair of Trustees