

## **Downright Perfect (1200893) Financial Grant Review Policy**

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.

### **Procedure**

1. Applicant completes and returns the application form.
2. The Grants Sub-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 Sub-committee must check;

- a. The applicant resides in Dorset (use [Dorset, United Kingdom Postcodes \(worldpostalcode.com\)](http://www.worldpostalcode.com) to check)
- 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, consider whether the resource / equipment requested is likely to support the child's development. Consideration must be given to the fact that, by submitting the application, the child's parent considers that the item will benefit their child and they will know their child best.

Notes or a record of the application review must be made.

### **Accepting an application**

**In the case of an application for therapies**, the applicant should be informed in writing that their application has been accepted. 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. 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 Grant Sub-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 Sub-Committee before it is sent and may include reference/ a copy of comments made by consulted professionals.

### **Appeals**

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 Sub-committee. The Grants Appeal Sub-committee must meet in person to review the application.

If the Grant Appeals Sub-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.

The Grants Appeals Sub-Committee must respond to the application in writing. If the application is declined, a full explanation must be provided.

### **Committee Members**

Grants Sub-committee

Gill Clark

Claire Oakley

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

Grants Appeal Sub-committee

Emma Cross

Patience Saunders

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

Date Adopted: 31/05/2023



Emma Cross

Chair of Trustees