



One Voice Grant Making Policy

This policy lays out our aims and principles in awarding grants and also a range of specific checks. Which will be applied to any given grant will depend on the nature of the grant application and will be decided on a case for case basis.

GRANT MAKING PURPOSES

We can only fund projects and activities that are exclusively charitable and fall within the objects of the charity, which are:

FOR THE PUBLIC BENEFIT, THE RELIEF OF THOSE IN NEED, BY WAY OF INDIVIDUALS SUFFERING SOCIAL ANXIETY AND MENTAL HEALTH ISSUES IN THE UNITED KINGDOM, IN PARTICULAR BUT NOT LIMITED TO CORNWALL AND THE SURROUNDING AREAS THROUGH THE PROVISION OF:

I. OPPORTUNITIES TO PARTICIPATE IN SINGING ACTIVITIES INCLUDING THE FORMATION OF CHOIRS AND THE PRESENTATION OF PUBLIC CONCERTS AND RECITALS.

II. GRANTS TO INDIVIDUALS TO ENABLE ACCESS TO THERAPY.

The number of beneficiaries that can be supported by the trustees is necessarily limited to the amount of funds that are available for distribution each year. The trustees have determined that the current priorities for funding are:

- Helping people to access mental health support in situations where they face financial barriers. This support may include but is not limited to:
 1. Talking therapies
 2. Creative therapies; play therapy, drama therapy, equine therapy, music therapy
 3. Group therapy
 4. Therapies recommended by professionals to support the mental health of those with additional needs

We define poverty as not having access to the basic necessities of life which the majority of the people would regard as necessary for a modest, but adequate, standard of living. In the UK, this typically means households living on less than 60% of median income who go short in some unacceptable way, whether or not they are eligible for state benefits.

GUIDANCE TO APPLICANTS

Funding Criteria

The charity will consider all applications that fall within our charitable purposes and meet our funding criteria and, for which, the due diligence process has not identified any unacceptable issues.

The organisation will apply the following grant funding criteria:

1. Applicants must reside in the UK, with a preference for those in Cornwall and surrounding areas.
2. Applicants must have financial needs and be facing financial barriers (proof of financial need such as bank statement must be attached).
3. Funding must be to access mental health therapy.

The charity does not set any limits on the amount of funding that may be made available, but please note that our funding is limited and, inevitably, we are able to only make small grants. The grant amount will range between £50-£600. In exceptional circumstances, we may make repeat grants. Grants will be made based on the funding available and solely on merit.

Funding Priorities

The number of applications is likely to exceed the funding available, so the trustees use the following criteria to help them in making decisions on how best to allocate funding.

- Those for whom their illness is impacting them on being able to work, study or care for dependents
- Those for whom there are no other pathways of support available within a reasonable timescale
- Those without a familial or community support network
- Those deemed to be vulnerable
- Minority groups

Reporting

The Charity will require that any service provider funded by a grant uses an appropriate measuring tool to report the efficacy of treatment and to show that the money has been used for the purpose it was granted. All data should be anonymised, and no request will be made as to the content of any therapy received /

provided. Data will be used to inform the charity's future activities and to target how to make best use of limited funds.

Grants To Individuals

We don't wish to pry into peoples' lives unnecessarily, or make it more difficult for them to apply. However, we do need to ensure that funds are allocated to genuine applicants

Therefore, we may require you to submit your application through an organisation that has relevant expertise and is familiar with your circumstances, and/or provide supporting information to support your application. For example, we may ask for:

- Details of why an item or service is needed, the cost and why you cannot afford it. For example, by providing details of your monthly income and expenditure.
- An invoice, bank statement or similar and/or.
- Specific recommendations from a trustworthy 3rd party, such as a debt counsellor, doctor or school, as appropriate.

We may ask for supporting evidence, such entitlement to specific benefits, and/or make payments directly to suppliers on your behalf. For grant payments directly to individuals, we ask you to provide receipts.

Use of funds

Confirmation that funding will be used for exclusively charitable purposes, no bribes, facilitation fees or similar will be paid and that no payments will be made to related parties, such as family members or business associates.

Service Providers

Where possible we will provide a list of approved practitioners from which to choose for those seeking a grant. Where this is not possible, we will require confirmation that the proposed service provider is suitably qualified, registered with a professional body, insured, has suitable premises and / or equipment. Service providers must provide written evidence of their safeguarding procedures.

We will ask for this to be evidenced and for costs to be clearly quoted. Where the grantee requests to use a provider of their own choosing not on our pre-vetted list, the above criteria must be met and costs must be in-line with those on the list.

Submission of Applications

- We require submissions to be made using our application form.

- You may include relevant supporting documents, which will help us make a decision. This might be a letter from a GP, an assessment report recommending treatment, a letter from school, occupational health or any other relevant professional.
- Applications may be sent to us by post or as an email attachment.
- Check your submission to ensure that you have included the following:
 - How you meet our funding criteria.
 - And our funding priorities.
 - Information about you.
 - Evidence of the need and impact the funding would have.

GRANT MANAGEMENT

Systems and Procedures

This grant making policy ensures that the trustees have appropriate systems and procedures in place. Specifically, it:

- Allows trustees to set priorities for funding, which they may change or depart from at their discretion.
- Requires sufficient detail in the grant application, and monitoring procedures, to enable the trustees to identify and assess risks and make informed decisions.
- Enables the charity to carry out appropriate due diligence on any organisations applying for grants
- Ensures grants are authorised by the trustees, or within a framework of delegation that ensures appropriate oversight and scrutiny.

Trustee Decision Making Applications will be considered by our grant committee and verified by the trustee board, who work to the [Charity Commission C27](#) guidelines on trustee decision making. If appropriate, the trustees may accept referrals from suitably professional organisations and, if necessary, seek independent specialist advice on technical aspects of applications. However, decision making rests at all times with the trustees, grants are awarded entirely at their discretion and their decision is final.

Remedies

In the event that the grantee fails to comply with our grant policy or other instructions in their grant agreement, action that may be taken, such as

- (a) Rescinding the grant agreement; or.
- (b) Refusing to accept the provision of any further services and to require the immediate repayment of some/all sums previously paid.
- (c) Requiring the grantee without charge to the charity, to carry out such additional work as is necessary to make good the failure.

Notification

All applicants will be notified of the outcome of their bid and successful applicants will have funding made available, once they have signed a grant agreement.

For organisational grants, we have a formal grant agreement.

For small grants and any to individuals, we advise applicants of their award and how the service will be paid (in most cases funds will be paid directly to the supplier on receipt of an invoice)

Data Protection

Applicants' data will be held in accordance with data protection legislation. It will be held securely, disclosed if subject to an access request, treated as confidential, only used for the purpose for which it has been provided and destroyed, once no longer needed.

Checks and Due Diligence

The charity will carry out sufficient due diligence on grant applicants to confirm the identity of the applicant and that.

- Any funding will be applied in accordance with the charity's charitable purposes.
- Funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism.

Promotion

Often those we are trying to reach are the least able to be able to research and find us and to make effective applications. Consequently, it is important to ensure that those we are seeking to reach are made aware and that the application process is kept as simple as possible. Where there are significant difficulties in submitting an application in the ways detailed in this document potential grantees are able to contact us directly and we will look at ways we can help them through the process.