



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 a charity created to support families who are caring for someone within the family who is suffering from cancer. The purpose of the support is broad ranging including offering support for ongoing costs of living, to offer respite for families from the care of children or the opportunity to have fun activities together. Please see the section on criteria for further details.

All families within the United Kingdom are eligible to apply for a grant from the NCSF Grant Fund. This fund contains earmarked funds specifically for the benefit of families and the size of the fund will be set each year by the Board of Trustees. The Board of Trustees will set the limit between 10 and 100% of the previous years income, minus any known recurring expenditure. This ensures that any liabilities of the charity are provided for. This limit will be set in December of each year (no later than the following January) once the full accounts for the previous financial year have been ratified.

All awards of grants to families 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 reside within the United Kingdom.

Who is eligible?

Families where an adult with parental responsibility is suffering from cancer

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from cancer are also eligible but where the Grant Fund has limited resources the priority of these applications is superseded by families in the above category.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 applicants diagnosis is genuine. The healthcare professional is not responsible for verifying the 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.

Overall a family must not be seen to be gaining advantage by receiving a grant. For example if the charity were to support the cost of additional food required or more expensive food (ready prepared meals) the normal cost of food would be deducted from the cost of the request.

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

The following list is indicative and not exhaustive:

- Short breaks for families
- Child care costs
- Costs of transport for therapy
- Costs of out of school clubs
- 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.

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. The nominated Trustee is authorised to approve any number of grant applications up to a total value of £500 per month as set out below. The nominated Trustee will not be the Treasurer.

All applications will be decided in the date order that they are received, however if one large application precludes authorisation of a number of smaller applications due to monthly limits the nominated Trustee is authorised to use their discretion. The principle being that the purpose of the Grant Fund is to benefit as many families as possible as soon as possible.

If the application is of a total value of £150 or less the nominated Trustee is authorised to assess the application and decide upon approval or otherwise. If the nominated Trustees' approves the application the Treasurer will be asked to forward payment to the applicants. The application will be tabled at the next meeting of the Board of Trustees for formal ratification. The decision will be supported in all cases but the Board of Trustees may wish to allow further funds to be granted based upon the application.

If the nominated Trustee does not approve the application it will be reported upon at the next meeting of the Board of Trustees. At this meeting the Board of Trustees are authorised to consider the application and either approve or decline the application as they see fit.

If the application is greater than £150 but less than £500 (and the total of received applications to date within that month is less than £500) the application must be considered by both the nominated Trustee and the Treasurer. The decision making process will follow the same procedure as for grants of £150 or less.

All applications over £500 or where the monthly grant total of £500 has been reached will be considered at the next meeting of the Board of Trustees.

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.

All decisions to award grants either by the nominated Trustee or by the Board of Trustees are final.

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 applicants 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 quarterly by the nominated Trustee and a recommendation will be made to the next meeting of the Board of Trustees.

Can decisions be made outside the formal meeting process in any other way?

Yes, where an application is received and deemed to be urgent by the nominated Trustee then an email conversation is acceptable. Any Trustee can veto the application and require it to be considered at the next meeting of the Board of Trustees. A decision to award a grant can be made by a unanimous agreement but where any Trustee has doubts the award will be deferred to the next meeting of the Board of Trustees?

Approval date:

November 2008.

Review date:

November 2009 or before if deemed necessary.