

Appeals against Grant Making Process

The following papers provide details of the actions required in respect of appeals made subsequent to decisions regarding grants applications.

- Procedure for appeals
- Terms of Reference and Constitution of Appeals Sub-committee
- Contents of Appellant Pack
- Check list for Appeals Sub-committee

Procedure:

- Appeals normally follow notification of an unsatisfactory application. The letter sent from the relevant Fund Manager informs applicants that they have an opportunity to appeal advising them to contact the Foundation to discuss this.
- If an applicant still wishes to proceed to an appeal, after all other avenues have been exhausted, then an information pack is sent
- On receipt of appeal in writing (within 4 weeks of the receipt of decision letter) by CEO, this is acknowledged by the CEO or designated officer and the appeal passed to the Chair of GPC.
- The CEO and Chair(GPC) examine the appeal and decide if appeal should go ahead or not (within 2 weeks)
- In the event of an appeal not going ahead, the CEO will notify the Appellant, in writing, stating the reasons (within 2 weeks)
- If the appeal is to go ahead then the CEO will notify the Appellant in writing, setting out the timescales for the Appeals Sub-Committee
- Appellant is notified of decision by CEO within 1 week of the Appeals Sub-Committee meeting (normally within 6 weeks of the formal appeal being received)

Appeals Sub-committee

This is a sub-committee of the Grants Policy Committee which meets as appropriate

Constitution:

GPC Chair (also Chair of Sub-Committee)
Minimum of 3 (three) members of GPC not directly involved in the relevant application
SYCF officer (other than Fund Manager associated with original application)
CEO plus others as designated by Chair

Terms of Reference:

- To convene, as appropriate and as directed by the Grants Policy Committee, in the event of an appeal against the grant giving process

- To consider relevant information and evidence associated with the appellant's claim as detailed in the Appeals procedural check list
- To reach a decision concerning the appeal and cause this decision to be conveyed to all relevant parties (normally within six weeks of the receipt of the formal appeal).

Frequency of Meetings:

The Sub-committee will be convened as and when necessary

Information for Appellant

- Letter from CEO (*reminding that appeal is against process and that it should be made within 4 weeks*)
- Information sheet detailing the process to be followed within four weeks of receipt of original decision letter.
- Checklist of stages of application process to aid the compilation of evidence upon which to base the appeal

The Appeals Sub-committee Procedural check List

Evidence to be examined by Sub-committee:

- Letter from Appellant indicating the grounds of the appeal
- Any evidence submitted by the appellant as a part of the claim
- All correspondence (including emails) from SYCF or the appellant associated with the claim
- All correspondence (including emails) from SYCF associated with the grant application
- Minutes of the relevant Grant Assessment Panel
- Relevant Panel information sheet presented to panel by Fund Manager
- Any associated Panel Assessor's report
- Any further statement deemed necessary by the Chair of GPC in relation to the process examination detailed below.

Investigation of Process (check list):

Pre-application

Was appellant offered advice prior to formal application for grant?

What was the nature of the advice and who provided it?

Was advice followed up by the appellant?



South Yorkshire's Community Foundation

President
Andrew Coombe DL FCA
H.M. Lord-Lieutenant of South Yorkshire

Chairman
James Newman OBE

Chief Executive
Ruth E Willis MCIH FRSA MCMI

Was any SYCF action needed and followed up?

Grant Application:

Was Part A scrutinised and appellant invited to complete Part B of the grant application form?

Were there any clarifications requested by the Fund Manager in respect of Part B?

Were all required documents received?

Were the above actions documented on the Panel information sheet?

Grants Panel:

Was the grants panel convened and constituted according to SYCF protocols?

Did panel members receive all relevant documentation prior to the meeting?

Were members of the grants panel invited to make any declaration of interest associated with grants assessments on the agenda?

Were any comments received and considered from panel members unable to be present?

Was there sufficient time allotted to discussing the application under appeal?

Was the application considered in light of impact and priorities and any relevant funding criteria?

Were all members views heard and considered?

Was consensus regarding decision reached amongst members?

Were the reasons for the decision clear to all members?

Were the decision and reasons recorded clearly?

Post-Panel:

Was donor ratification obtained, if necessary?

Was appellant notified of Grant Panel decision in good time?

Were any subsequent questions from the appellant dealt with and recorded?

Signed on behalf of the Trustees:

Date: February 2017