



Grant Giving / Funding Procedure

1. Application criteria: How are grants sourced?

a) Will we choose who to give grants to, or will we invite applications?

We may issue grant calls or specific requests to organisations or individuals. We also welcome grant applications. We may provide funding for research or support.

b) Will we donate to organisations or individuals?

We may donate to other charities, organisations or individuals for specific reasons, as decided by the trustees. All donations and grants will be subject to this procedure and the decision to approve or reject lies with the Trustees.

c) How will we make people or organisations aware that grants are available?

We may put out grant calls if appropriate, or make people aware via mailing lists, social media, word of mouth, website etc. The decision on how to make people aware will be agreed by trustees.

d) How will organisations or individuals apply?

Research applications will be expected to provide their own formal proposal for funding, following informal discussions if required. Individual grants and donations will require an application form which can be requested from Cure DM.

2. Assessing applications: How will we decide who gets a grant and who doesn't?

a) Are there any set criteria under which the charity would make or refuse a grant request?

Grants must only be made to those with an interest in Myotonic Dystrophy - individuals, carers, families, medical or research organisations. Grants must only be used for the advancement of the Charity's purposes.

b) Will we have a sliding scale for grant funding or will all applications be met in full?

This will vary in each situation, to be decided by the trustees.

c) If there is not enough funding to meet all the applications, how will we decide which applications have the greater merit?

The criteria from each application will be decided by the trustees. Particular attention to individuals or projects with the greatest benefit to the charity aims.

d) How will you assess whether the grant would pose reputational risks to the charity?

The trustees will pay particular attention to the reputation of the Charity when discussing the grant. They must be satisfied the purpose is of benefit to the Myotonic Dystrophy community.



e) How will we carry out appropriate checks on the proposed recipient?

All applications for grants should be received via proposal or application form. Research proposals will be scrutinised and discussed, including scrutiny to ensure the purposes of the applicant are in line with those of the charity. Checks will be carried out on the applicant where appropriate, without affecting the privacy of the applicant.

f) What terms and conditions will we have for restricting how the grant is spent?

Any specific restrictions on spending will be agreed prior to providing any funding. Funds are to be spent solely within the remit of the application and to forward the work within it.

g) What written agreement or contract will we have with the recipient?

Approval of grants/funding will be done in writing with any restrictions, agreements and timescales highlighted. Acceptance of any terms must be signed and dated by the applicant and approved by the Trustees before funding is released.

h) How will we ensure ethical approval?

The applicant will be expected to have gained any appropriate ethical approvals prior to requesting a grant. Evidence to be submitted alongside application.

3. Monitoring Process: How will we ensure the grant is only used for the intended purposes?

a) What steps will we take to monitor that the charity's money is used appropriately?

Each grant given will have a named person within the charity to follow up and monitor. It will be their responsibility to ensure the grant is monitored effectively, any discrepancies are reported to the Trustees, and actions are agreed and followed up. Recipients will be required as a minimum to send an update within 2 months of the end of the project, to inform the charity where they used the money and how it was beneficial. This can be as a published result of a study/trial or by any other means approved by the trustees.

b) How will we recover the grant if it is not used as agreed?

In a situation where a grant is not used for the purposes intended, either through spending that is not in line with this procedure or through lack of use, the charity will recover the funds via invoice and/or legal action.

c) What kind of audit trail will we have to show how the grant is spent in line with the terms and conditions and the charitable purposes?

Assessment and approval of grants, progress made, and completion will be assessed and recorded in the minutes of the AGM and more frequent progress meetings and reflected in the accounts.