

# MS CAS Grants Making Policy

## 1. The Objects of MS CAS (“the Charity”)

- Support the health and wellbeing of everyone affected by Multiple Sclerosis
- Actively assist and empower everyone affected by Multiple Sclerosis to lead a full and inclusive life by enhancing their quality of life

## 2. Priorities for support

The number of grants which can be supported by the Charity is, of necessity, limited to the amount of funds available for distribution in any year.

## 3. Principles

In awarding grants, the committee will apply the following principles:

**3.1** Applications from Macclesfield and surrounding areas are eligible for consideration.

**3.2** Applications must be made by individuals, not organisations.

**3.3** All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the committee on their own merits. Although the committee will have regard to the outcome of the previous application, any new application will in no way receive preferential or adverse consideration.

**3.4** All applicants for disability related equipment or short breaks / respite require a letter of support from a professional stating that funding is not available from that local authority and/or NHS. Where possible 2 quotations should be provided. The letter of support should also confirm the suitability of the funded item / short break and how it will be of benefit.

**3.5** The Charity will not, save in exceptional circumstances, make individual awards for sums in excess of £1,500

**3.6** Only 1 grant application may be awarded in any 12-month period.

**3.7** The Charity will willingly work in partnership with other organisations to fund short breaks, equipment, and services beyond the financial scope of a single organisation.

#### **4. Exclusions**

The trustees will not approve the use of the Charity's funds for medical research, postgraduate study, or purposes for which the government has a statutory responsibility to provide.

#### **5. Grant application process**

All applications for grants should be completed in conjunction with this policy. They must be made by using the MS CAS application form.

#### **6. Information requirements before awarding a grant**

Before awarding a grant to any individual, the Committee require that the application should:

**6.1** Inform the committee of the purpose of the application and the way in which the grant will be used and should include an itemised breakdown showing how the sum requested has been calculated;

**6.2** Provide adequate information regarding the financial status of the applicant and/or of the applicant's household;

**6.3** Be signed or verified by the applicant or persons signing on behalf of the applicant to confirm that all information provided is correct.

#### **7. Assessment process**

**7.1** All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Applicants must be prepared to provide such other information as the Committee may reasonably require, to assist them in their decision-making process. Grants will be considered by the Committee at their meetings, and the committee will aim to write to all applicants informing them of the

outcome of their application for funding within four weeks of receipt of a complete application (including all necessary quotations and letters of support). Urgent applications will be considered as soon as possible.

**7.2** Applicants should note that, as with many other charities, MS-CAS may receive far more applications than it has funds to support. Even if an application fits within the criteria and priorities of the Charity and a detailed assessment has been made, the Charity may still be unable to provide a grant.

**7.3** The Committee will not be obliged to provide an explanation to the applicants should their application be unsuccessful.

## **8. Monitoring and Publication**

**8.1** It is the policy of the Committee to monitor by way of receipt, all grants made.

**8.3** The Committee also expect to receive copies of any published articles, papers or other outputs which may result from the grant.

**POLICY DATED:** [16/11/2022]

**REVIEW DATE :** *2 years after date of policy*