



ELFT Charity

Grants Process

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Version Control Summary

Version	Date	Author	Status	Comments
1	28/12/22	Forhad Ahmed	Draft	Initial Draft version in line with the Trusts Complaints Policy
1	19/01/23	Forhad Ahmed	Approved	Reviewed and approved by panel

1. Grant Panel

The Grant Panel is designed to review and approve grant applications on behalf of ELFT Charity.

1.1 Purpose of the panel

The purpose of the panel is to work together to score grant funding applicants on the merits of their application and consider (under ELFT Charity and processes) which applications will most benefit the immediate community/public in terms of prospects/opportunities and wellbeing. With members of the panel being from varying backgrounds, this will provide the panel with a diverse perspective on applications.

1.2 What the panel will do & what they will review:

The responsibilities of the panel include reviewing applications received from ELFT services for funding via the ELFT Charity Grant, and to make a decision on which application will be awarded funding to meet the priorities set out in the applications.

The role of panel members include:

- Apply the ELFT Charity guidelines to consider requests for financial support and to contribute to the decision-making process
- Panel members will need to reference the programme guidelines and the applications received prior to meetings, and contribute by raising questions and providing feedback accordingly
- Members will need to consider each application's merits in order to unanimously agree to provide funding with other members

1.3 Membership of the panel:

The panel will have members from the ELFT Charity Operational Committee and will include one ELFT service user. They will be chaired by Dr Mohit Venkataram, Executive Commercial Director.

The panel would have knowledge and understanding of the local need, and the causes that have requested funding, and be from differing professional backgrounds to provide a varying perspective on applications received. Panel members will review each application against the relevant sponsor to ensure the applications meet the desired need and be achievable.

1.4 Meetings for the panel:

- Meetings will be organised by the Charity Project Lead and in accordance with the designated Chair
- Applicants will be invited to present at the meeting to explain the bid and rationale. This will provide an opportunity to ask any further clarification questions.

- The frequency of the meetings will be initially set to a monthly basis, in line with the closing dates for all grant applications. This may increase depending on requests and further needs
- The location of meetings is at the discretion of the Chair but will normally be held virtually by video conference or conference call.
- The decisions and outcomes of the panel discussion will be recorded against the assessment criteria.

1.5 Reporting & authority

- The panel will report to the ELFT Charity Operational Committee of their findings of the applications received.
- After each Panel meeting, the chair of the panel will produce an assurance report. This report will set out key actions, decisions and recommendations to the ELFT Charity Operational Committee.
- The decision-making authority of the Panel is limited to grant award recommendations (for open rounds of funding) and recommendations on future grant rounds, including allocations, criteria and reporting metrics, impact and outcome measures
- Minutes from each meeting of the Grant Panel once approved, shall be submitted to the ELFT Charity Operational Committee.

1.6 Outcomes of the panel

The panel will come to a collective decision on which applications will be awarded funding based on the merits/scores given, which will be based on the panel's experience of and dedication to the community. The panel will understand that the application that will be awarded funding will impact the community greatly.

Outcomes of the application to be communicated to the Sponsor and Application Lead within 5 working days of the decision.

In the event, an application is received that is outside the scope of the priority areas and the value of the bid is in excess of £20,000. The decision to review this application should be escalated to the ELFT Charity Committee. The Charity Committee will review and liaise with the Grant Panel on the outcome of the decision.

The Charity Committee will follow the same principles of decision-making as the grant panel.

1.7 Conflict of interest

- The Grant Panel shall maintain a Declaration of Interest register
- Members shall declare any potential conflicts of interest.

- This register shall be reviewed and re-confirmed as up-to-date at each meeting of the Panel. In response to any declarations of interest, appropriate steps shall be taken to manage any conflicts of interest, including the possible exclusion of a member for part or all of a meeting where that is deemed necessary and proportionate.

This guidance will be reviewed annually in line with the Grants Policy to ensure consistency.

2. Assessment Criteria

2.1 Evaluating the bids received:

The ELFT Charity – Operational Committee will assess the funding applications according to the Charities criteria's for meeting the priority areas. It will review the objectives for delivering the initiative, understand how it meets the priority areas and what the overall benefit is for the Service Users, staff and the community.

2.2 Assessment Framework:

Applications will first be reviewed to ensure that:

- the application form has been submitted on time
- the application form has been submitted with all section filled in order to enable to evaluation process in accordance with the assessment framework

Following the initial assessment, the panel will review and test the quality of applications:

- Clear description of the proposed activity i.e. what the funds will be used for
- Clear demonstration of need / demand for the proposed activities, event(s) or services
- Clear account of the expected benefits to service users, the organisation or the community at large
- Clear and accurate breakdown of proposed expenditure
- Clear account as to why the proposal represents good value for money
- Clear evidence of how the proposal addresses inequalities in the specific neighbourhood

A summary of the methodology that will be used to score the applications is set out below in the Assessment Framework.

The panel may need to contact the Department Sponsor to determine further clarity on the application before making the decision

Table below sets out the Assessment Framework and weightings that will be used to evaluate the Tenders.

Question/Other criteria	Weighting
1. Section 2: Project Summary, Provide a summary of the proposed project	20%
2. Section 3: Project details, provide details of description in delivering the project	25%
3. Section 3b: Case for Charitable support, Why is the best funding source for this project charitable support	10%
4. Section 3b: Patient and public involvement and engagement	10%
5. Section 3b: Sustainability, Describe your plans to support or develop this project beyond this period of charitable funding	10%
6. Section 6: Project Cost, Breakdown of project costs requested from ELFT Charity	25%
Total	100%

2.3 Assessment Scoring Scale

The scored responses are assessed out of a maximum of 5.

Assessment	Score	Interpretation
Excellent	5	Exceeds the requirements. Response identifies factors that demonstrates and offers significant added value.
Good	4	Good response provided. Response identifies factors that demonstrates and offers some added value.
Acceptable	3	Satisfies the requirements, broadly covering all essential points with sufficient evidence and will include some examples to support the proposal.
Partial	2	The response partially meets requirements, only covering some elements and some essential points with insufficient evidence and may include limited examples to support the proposal.
Reservations	1	An attempt has been made to respond, but insufficient information provided, does not meet the requirements and does not cover any essential points.
Unacceptable	0	No response to the question.

2.4 Decision

The assessment will:

- Confirm the quality of the application by awarding scores and recording them for transparency in accordance with the framework set out above
- Details of the scoring applicable to the various elements of the application will be clearly set out so applicant are aware of the framework within which their proposal will be assessed
- Identify any elements of the proposed expenditure which may be ineligible for funding or which appear to be excessive
- Interviews with shortlisted applicant groups to secure preferred provider
- Propose an appropriate level of funding
- Identify any specific conditions which should be applied to any award of funding
- Once the funding has been approved, ELFT Charity will put a formal agreement in place. The agreement will set out the terms and conditions of the fund and the specific activities/services and outputs that the project has agreed to deliver