

## **Draft “Unsolicited Grant” Protocol**

1. The Foreshore Trust Charitable Committee (the Charity) has adopted a process for the consideration and awarding of financial grants, known as “Small Grants” up to the value of £5,000 each. The Charity determines a specific budget allocation for this purpose within its regular business planning cycle, and advertises the availability of this grant fund. A Grant Advisory Panel (GAP) appraises and makes recommendations to the Charity in respect of applications for small grants from this fund.
2. Nevertheless, the Charity may, in exceptional circumstances, receive “unsolicited” or ad hoc requests from time to time for financial contributions that fall outside the parameters of these established and advertised procedures. The following procedures will be adopted to assist the Charity in considering such unsolicited requests.
3. Unsolicited requests must be submitted on an application form as appended to this protocol. This form will be agreed by the Charity and may be amended from time to time.
4. Following submission of a completed application, Administration Officers assisting the Charity will objectively assess requests against the following criteria
  - Eligibility against established criteria, as set out in the Charity’s “Criteria for the making of grants”
  - Quality and completeness of information provided in an application
  - Impact on the Charity’s objects, its annual budget and agreed business plan
  - Value for money
  - Sustainability
  - Need for a Charity grant
  - Applicant’s governance, financial position and experience
5. The GAP will meet within 6 weeks of receipt of a completed application in order to evaluate an unsolicited request in terms of the credibility of the applicant organisations.
6. Following the GAP’s evaluation, the Head of Regeneration may prepare a report to the Charity that summarises the request and includes the outcome of the objective assessment, and which appends a Report from the GAP.
7. On receipt of the report, and within three months of a completed application being received, the Charity will consider the unsolicited request.