

The Betty Messenger Charitable Foundation

Grant Making Requirements

The aim is to provide clear guidance to grant applicants about the expectations and processes of the Betty Messenger Charitable Foundation (BMCF) grant-giving programme.

Risks and Liabilities

- In giving grants, the Foundation will require the recipient to accept all risks and liabilities associated with the activity being supported. This will be a condition of grant
- The Foundation will have no obligation to the recipient beyond the agreed period of the grant.

Monitoring and Evaluation

- In considering applications, trustees will wish to see information about how any grant will be monitored and its impact evaluated
- All recipients will be required to report regularly on how the Foundation's grant has been spent and on the impact which the Foundation's grant has made
- Arrangements for monitoring and evaluation will be agreed in advance. Grant recipients will be required to submit reports that cover outputs (e.g. number of people impacted); outcomes; lessons learned both positive and negative; future activities; financial report; and sustainability. Reports are required within 4 weeks of the end of the project. A reporting form is provided
- The Foundation reserves the right to terminate a grant where the requirement for regular reporting is not met and / or there is evidence that the grant is not being used for the purposes for which it was given or is not being used effectively. This will be a condition of the grant.

Terms and conditions

- The BMCF reserves the right to terminate a grant without notice and to require repayment where:
 - the funds have been used other than for the purpose set out in the approved grant application
 - the original project proposed is no longer able to be carried out as planned
 - the recipient charity has committed any irregularities in its conduct which contravened Charity Commission guidance
 - the recipient charity becomes insolvent or any of its trustees, employees are declared bankrupt or behave in an inappropriate manner, are dismissed or cautioned as a result of their privileged position or have an

- undisclosed criminal conviction or have been disciplined by any trade or professional body
- the recipient charity supplies false or incorrect or misleading reporting and information to the Foundation
- for any other reason the Foundation feels the recipient charity has been compromised in carrying out its objectives.
- Further funds agreed under the grant will not be paid where there are unspent funds remaining
- Grant applicants will not use the funds provided for anything other than the purposes set out in their grant application, without the written approval of the BMCF Trustees
- The decision of the BMCF in considering grant applications is final, and no further correspondence will be entered into
- By applying, all applicants accept all risks and liabilities attached to the project being funded
- Grants cannot be increased or extended without the submission of a new application
- Grant offers must be accepted in writing within four weeks of receipt
- Grant applicants must inform BMCF promptly about any changes, such as to bank accounts or contact names and details
- Unused portions of grants must be returned promptly to the BMCF
- The whole of this Policy including the Terms and Conditions are deemed to be included in the Funding Agreement
- The BMCF reserves the right to amend these terms and conditions.

Recognition

- Grant recipients will be asked to take suitable opportunity to acknowledge and publicise BMCF's support for the particular project such as using BMCF's logo and to provide a link to the BMCF website on the charity's own website.