



Grant Making Policy for MACS

1. Charitable purpose and objective

1.1. The Executive Committee of Microphthalmia, Anophthalmia & Coloboma Support (MACS, “the Charity”) has a duty to protect the funds of the Charity, and to ensure that any grants awarded to Members of the Charity are in line with the Charity’s Objectives, Vision and Values.

The Charity’s Objectives are:

- The relief of persons suffering from Microphthalmia, Anophthalmia and/or Coloboma conditions and to support those persons and their families; and
- The advancement of education of the public concerning Microphthalmia, Anophthalmia and Coloboma conditions.

The Charity’s Vision:

- Our vision is of a world where all people affected by MACS conditions enjoy the same opportunities as everyone else.

The Charity’s Values are:

- Offering acceptance and inspiring trust.
- Giving support.
- Providing opportunity.

1.2. The trustees have appointed the Grants Sub-Committee to consider the distribution of beneficial grants on its behalf and to make recommendations in accordance with the charitable purposes and objectives. Any decision whether to award a grant remains solely the responsibility of the trustees.

2. Priorities for Support

2.1. The Charity sets a limited annual budget for the awarding of certain grants, subject to funds and agreement by the Executive Committee. Grants may only be awarded by the Grants Sub-Committee in support of applications where sufficient funds are available in the Grants budget. If insufficient funds are available, then the Grant application may be rejected or put on hold.

2.2. Grant applications shall be rejected if the Grants Sub-Committee feel they do not meet the Charity’s objectives, and may be rejected if they do not fall within the current grant focus areas detailed as follows:

During 2017/18 the Grants Sub-Committee is primarily interested in supporting grant requests for-

- The provision of sensory-based equipment and resources.



- Access to activities that promote self-esteem and confidence, where a need is proven/ known to be lacking.
- Access to equipment enabling blind and partially sighted Members to participate in a sighted world, or to develop or enable independent living skills.

2.3. Areas of specific interest for grant support are reviewed annually by the Executive Committee, based on assessment of member's needs and the Charity's strategic aims.

3. Principles applied in determining support

In awarding grants, the trustees will apply the following principles;

3.1. The Grants Sub-Committee will consider any grants requests from those who are eligible for consideration, i.e. from those who are:

- UK-based Members
- Aged 18 and over.
- Who have been Members of the Charity for 12 months following registration of their membership.
- *Please note, grants are for the benefit of the Member directly affected by the MACS condition and not for their wider family.*
- The Charity reserves the right to fund non-members whose work supports the Charity's Objectives, Vision and Values.

3.2. The age of the Member and any specific disability or need shall be taken into account when considering applications, along with any recommendations from professional advocates as may from time to time be submitted, or be requested by the Grants Sub-Committee. The degree to which the item or service helps an individual meet needs related to their MACS condition, any evidence of the impact that the service or item would have on the member, and the Amount requested, any contribution offered, and availability of other funds, will all be considered when making a decision.

3.3. Each request or situation shall be considered on its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the Grants Sub-Committee.

3.4. The Grants Sub-Committee, with the support of the Administrator, will carry out sufficient due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.

3.5. In order to have the greatest impact with the funds that are available, the Grants Sub-Committee may request that certain categories of grant applications are first addressed to other grant funding bodies. This will help to ensure that MACS is spending its money where it is needed most, and that as a small charity, we focus on providing our members what others cannot.



3.6. The Charity will work in partnership with other grant making bodies where possible and appropriate. In some cases, we may need to seek further information to allow us to make applications to other funds.

4. Applicant and partner due diligence

4.1. The Grants Sub-Committee will carry out sufficient due diligence on any potential beneficiary to ensure:

- The identity of the beneficiary;
- That funds are applied in accordance with the Charity's charitable purpose;

4.2. In cases where the Charity is providing a grant in partnership with another organisation, the Grants Sub-Committee may choose to extend any due diligence beyond the proposed beneficiary and to include other partner supporting organisations.

4.3. The Grants Sub-Committee will adopt a risk rated approach to due diligence. Risk factors will include but are not limited to; the size of the grant; the geographical location in which the grant will be applied; the nature of the relationship between the charity and the applicant.

5. Administration

5.1. Members can submit an application at any time; however, deadlines will be set for consideration at specific meetings.

5.2. Before the Grants Sub-Committee reviews applications, details of all Applicants are removed to ensure anonymity and that the application is reviewed with no knowledge of the Applicant.

5.3. The Grants Sub-Committee shall review all applications received at its quarterly meetings and shall approve, reject or hold each grant application. In exceptional circumstances only, the Grants Sub-Committee *may* review applications outside of these meetings.

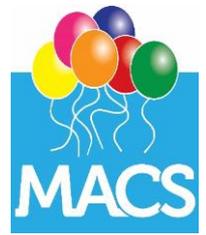
5.4. Where an application is put on hold, further details or a contribution towards the overall funding may be requested.

5.6. The Charity reserves the right to provisionally approve a grant, subject to seeking external support to fulfil the grant from other grant makers. In such circumstances, the Administrator will liaise throughout the process with the Applicant.

5.7. Executive Committee members and Grants Sub-Committee members shall not discuss specific grant applications with individual Members of the Charity. All queries from Members shall be directed to the Administrator.

5.8. Members making an application must complete the online Grant Application Form in full and submit as per the instructions given. If a member is unable to fill in the online form or the form is needed in an alternative accessible format, they should email grants@macs.org.uk

5.9. Where an application does not contain enough information to enable the Grants



Sub-Committee to make a decision, the Applicant will be contacted by the Administrator for more detail before the application will be reviewed.

5.10. The Charity aims to acknowledge grant applications within one week of receipt. Applicants shall be advised of the date of the next Grants Sub-Committee meeting, where their application will be discussed.

5.11. Members are permitted to receive a maximum of one grant in any 24-month period; unless the Grants Sub-Committee agrees that there is an exceptional circumstance. Once a grant is approved, no further application can be made by that Member until 24 months have passed from the date of that approval.

5.12. MACS do not provide retrospective funding for any item or activity that has already been purchased or where a commitment to purchase has been made.

5.13. MACS facilitate any successful application granted on behalf of Members and do not provide cash grants. Services are paid for by invoice directly to the service provider. If Members are making contributions towards the application, then this contribution should be made directly to the Charity once the grant is approved.

5.14. Where physical property is granted by the Charity it becomes the possession of the applicant and is for their sole use (subject to 5.17 below). MACS do not accept responsibility for any damage to the property, nor is it not responsible for any maintenance after expiry of the manufacturers/suppliers guarantee.

5.15. For grants given to fund projects or research, trustees would expect a written report (on request) setting out the progress and achievements for the period covered and detailing any forthcoming changes to either the nature or the location of ongoing work.

5.16. In any situation where any grant or part thereof remains unused, unused funds must be returned.

5.17. Where the grant is for an upgrade of existing equipment funded through a MACS grant, we may request that the original equipment is surrendered towards a trade-in, or that it is surrendered to MACS to provide an equipment library for MACS members. This will be considered on a case-by-case basis, and applicants will have the opportunity to explain if they do not feel this would be appropriate to their situation.

5.18. Grant applications will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation.

7. Exclusions

7.1. The following general exclusions apply:

- Items, services or activities the provision of which is the responsibility of statutory services.
- Travel or other costs relating to medical appointments.
- Replacements for items that have been previously funded and provided by MACS and broken or lost.



- Overseas travel or holidays.
- More than one application for support for the MACS Annual Family Weekend.
- Equipment for use in paid employment or for use in education establishments (unless there is evidence that other statutory bodies have refused to supply this).

8. Decision making

8.1. Notice of the success or otherwise of the application will be given to the Member within 10 working days of the Grants Sub-Committee decision. If the application is successful, the applicant will be updated regularly until the grant is fulfilled.

8.2. Only the Grants Sub-Committee members shall have a vote on any grant application received and the decision they reach is final. In exceptional circumstances, an application may be discussed at the next full trustee meeting, and a consensus sought prior to the Grants Sub-Committee voting.

8.3. The Grants Sub-Committee are not obliged to provide an explanation to applicants in the event that their application is not successful.