



Island of Hoy Development Trust

Ref: POL2

GRANT APPLICATION PROCEDURE

Introduction:

The Island of Hoy Development Trust Board of Directors has the ultimate responsibility of ensuring all the resources of the charity are used to their full potential and for the benefit of the community of Hoy and Walls. The Board can choose to delegate authority to sub groups as stated in the Turbine Fund Policy. The purpose of this document is to set out the Community and Training & Learning Funds and Event Funds evaluation procedure.

Authority to allocate funds

There are three levels of authority within these procedures: the Board, the Project Evaluation Panel (PEP), and the Staff team.

The *Community Fund Grants* are controlled by the Board, approved for governance purposes by the Treasurer with the PEP having previously assessed the application. See procedure below.

The *Training & Learning Fund and Event Support Fund Grants* are controlled by the Board, approved for governance purposes by the Treasurer with the Staff team having previously assessed the application. See Training and Learning Fund documentation.

Procedure:

The procedure for application and approval of Community Funds is as follows

Application

1. The applicant requests a Community Fund Application Form from the IoHDT Staff, who will advise on how to best complete the form; the need to fulfil the Trust's Objectives, the levels of funding available, match funding and required documentation to support the application as follows:
 - a. a viable business/ project plan, (proportional to the size of grant applied for).



Island of Hoy Development Trust

- b. demonstrate benefit to the community & which sections of the community will benefit.
 - c. to be able to show community backing for the project.
 - d. to be able to demonstrate the community benefit is far greater than any personal , or company benefit that the project may bring about.
2. If any of the above requirements are not presented with the application the staff can delay submission for review to the PEP until they are made available.

Review:

The PEP is convened on the dates announced at the AGM. Prior to the PEP sitting at a review panel meeting, the following actions are to be taken:

1. The application packs are to be e-mailed by the IoHDT Staff to the PEP no later than two weeks prior the date of the review panel. The application packs will consist of:
 - a. GR POL2 - Community Fund Grant Application form
 - b. GR POL3 - Guide to Project Evaluation Panel Scoring
 - c. GR POL4 - PEP Score Sheet
2. In advance of the PEP sitting at a review panel meeting PEP should review the applications and score them using the above document set, with comments and scores being recorded on the PEP Score Sheet.
3. The PEP should bring their completed Score Sheets for a joint panel review, aggregation of scores and final decision on whether to:
 - a. Approve with standard Terms and Conditions.
 - b. Approve with additional conditions.
 - c. Request more information.
 - d. Reject the application in its present form giving reasons.



Island of Hoy Development Trust

Post Review Activity:

The IoHDT Staff will carry out the appropriate activity as a result of the PEP's decisions as follows:

1. Approve with standard Terms and Conditions: Seek IoHDT Treasurer approval for governance and then advise the applicant of the approval with the standard letter of acceptance and standard Terms and Conditions.
2. Approve with additional conditions: As above listing additional conditions.
3. Request more information: Advise the applicant of the shortfall in information previously supplied and a date when the application can be reviewed again. E.g. the next date the PEP will be convened.
4. Reject: Advise the applicant of the rejections and the reasons.

Grant Acceptance:

The applicant will then accept the offer or reject the offer in writing using the standard reply and signed declaration in the acceptance letter and return it to the IoHDT Staff within 28 days of receipt.

Payment:

Once the applicant has returned the signed acceptance, the grant payment will be made in accordance with the grant agreement and Terms and Conditions as:-

- Delayed payment
- One off payment
- Staged payments

Monitoring procedure:

During the course of the project the nominated member of staff will monitor progress and request any documentation that may be required in accordance with the Grant Terms and Conditions until the end of the project. The officer will then report to the directors at regular intervals until the board deem the project to be complete. In some



Island of Hoy Development Trust

cases additional information or additional monitoring may be required and this will be discussed and agreed with the Main Contact at every stage and documented.

Misuse of Funds:

The Board will reserve the right to withhold funds/stop a project or request return of funds already given, if it is found that the funds are being misused or being used for purposes not within the funding agreement without prior consent .

Audit:

The process will be audited twice yearly as a minimum in accordance with the audit procedure.