



Email: [info@jackdulsonmemorialfund.org.uk](mailto:info@jackdulsonmemorialfund.org.uk)  
Website: <https://jackdulsonmemorialfund.org.uk>

## Grant Policy

### OBJECTIVES OF THE CHARITY

The Jack Dulson Memorial Fund is a registered charity 1171874. Applications must meet at least one of the following objectives.

- 1) To preserve and protect the physical and mental health of Staphylococcus aureus and Pericarditis sufferers in the UK by providing support and practical advice and information.
- 2) To provide or assist in the provision of recreational and leisure time activities for children and young people up to the age of eighteen in the interests of social welfare to improve their conditions of life.

### IMPORTANT

- 1) Completing the Grant Application Form confirms that you have read and understood the grant-making policy.
- 2) The trustees have decided that it is inappropriate to offer grants to organisations with a higher average income than the Jack Dulson Memorial Fund.
- 3) It is not the trustees' intention to 'long term' fund any particular organisation or individual as there can never be a guaranteed achievable income by the charity. These types of applications will need to be discussed directly with the Chair of the Trustees. You must always understand that there will be a cessation to any arrangement should unforeseen circumstances arise for the charity or the applicant.

### CONSIDERATIONS BEFORE APPLICATION

#### The Grant Application Form

- 1) Provide any additional supporting information with the completed grant application form, such as kit images, quotes for items.
- 2) Confirm whether you have or intend to apply elsewhere for funding, explaining how the multiple applications for grants across various organisations will be able to link with each other and be used to ensure project success.

### **Are you eligible to apply?**

- 1) The charity welcomes applications from individual's resident and organisations registered in the United Kingdom.
- 2) Organisations and clubs must provide a copy of their latest accounts on application.
- 3) Proposals will be accepted from UK non-registered organisations with a formally signed governing document/constitution.
- 4) References will be taken up and should be provided with professionalism in mind (e.g.: a coach, music tutor, etc).
- 5) The trustees may request additional information to progress your application as required.
- 6) Due to Charities Commission regulations, the trustees are not permitted to review any applications from non-UK individuals, groups, or companies.

### **What amount will be considered reasonable to request?**

- 1) You may be awarded part of the funding requested. The grant value will naturally vary according to the project and the level of need however in most cases grants to an individual or organisation will usually be capped at £2,500 (pounds sterling).
- 2) Independent discussions must be held with the Chair (Vice Chair in absence) of the Trustees should any individual or club wish to apply for any amount over £2,500. The Chair will then notify the remaining trustees of the detail of the project.
- 3) All grants will be agreed by Trustee vote. The Chair's decision is final.
- 4) The Jack Dulson Memorial Fund reserve the right to withhold up to 20% of the funding agreed, or an amount deemed reasonably practicable, until they are satisfied that the information within the Grant Application and Grant Policy have been met.
- 5) By completing the application form, the applicant confirms that the details provided are true and correct. Should this prove not to be the case, the charity's trustees will request and pursue a full or part refund of the charity's funds.

### **TIMESCALES**

- 1) Applications will be considered by the Trustees within three months, subject to the complexity of the request.
- 2) Unsuccessful applicants will be notified in writing and cannot re-apply for at least twelve months from the date of notification.
- 3) You must state, as part of your application, the timescales involved.

### **FINANCE**

#### **Invoices and Receipts**

- 1) You must provide receipts/invoices promptly as evidence of expenditure concerning any grant made. Funding will not be paid and/or a full refund will be expected should these not be forthcoming. Payment for invoices will be paid directly to the company concerned

instead of being paid into a private bank account. Expenses will be paid once receipts are provided. Exceptional circumstances may occur, but this is at the Chair's discretion.

- 2) At the time of writing and due to the charity requirement for two trustee signatures, payments are made by cheque only.

## **EVIDENCE**

### **Measurement of success**

Legal requirements set out by the Charities Commission and the law, means the trustees must retain evidence that the funding provided was effective.

- 1) Please provide the charity with regular updates, within six weeks of the grant, and then quarterly, six monthly, etc or, if different, as expressly agreed.
- 2) The charity has various policies, including a Safeguarding Children Policy. Organisations involved in the project will be assumed to have a formal policy in place. This is your responsibility.
- 3) You will publish press releases concerning the grant or events that include the charity name. Please discuss such items with Jack's family or a trustee for approval before issue. You must ensure that a copy or appropriate link of published material is sent to the fund email address, not later than one week from publication, but preferably at the time of writing.
- 4) Should individuals or organisations have a website, please formally thank the charity via that media, and display the charity logo on the site for the duration of the funding.
- 5) A banner or device of an appropriate size, with the official Jack Dulson Memorial Fund logo, is to be displayed in line with the awareness raising objective. These will be supplied by the charity and must be displayed in an agreed location for the project period. Applications for using the logo in any format must be made to the fund email address. Any alternatives must have formal approval in writing from Jack's parents or a trustee of the charity.
  - a) Banners and signage should be returned to the charity after use if in good condition.
  - b) It is expected that the above will be displayed for a minimum of 12 months
  - c) Banners damaged or worn must be replaced. This will be at the charity's expense wherever reasonably practicable.
  - d) Notify the charity by email if a new item is required.
  - e) Keep all materials belonging to the charity in a clean and tidy condition.
  - f) All materials provided by the charity remain the belonging(s) of the charity unless agreed in writing otherwise.
  - g) Support from the Charity must be fully and regularly acknowledged through proper means, including the logo and/or photographs of Jack and relevant events.
  - h) Articles in the local press/all social media should be clearly shared with the charity as promptly as possible by tagging the charity formally or promptly sending details to the above email address.

- i) Following an event where kit is used or banners in place etc, at least one photograph must be sent to the charity with a short report on the benefits of the grant awarded to the individual or organisation. The charity may use this for promotion purposes and as evidence of professional use of funds and confirmation of objectives being achieved. It will be released via social media as appropriate, assuming the applicant has verified child safeguarding in advance of this stage.

### **IMAGES OF JACK AND DEVICES BELONGING TO THE CHARITY**

- 1) Photographs of Jack, logos relating to and devices belonging to the charity may only be used or printed with agreement from Jack's parents or, in their absence, the trustees.
- 2) Images of Jack remain the property of the Dulson family and not the charity and may not be used without their written permission. In their absence, the trustees may decide.
- 3) Authority to use any materials relating specifically to Jack and/or the charity must be made directly to the email address noted above.
- 4) Logos and devices used must be current, and as such, you must apply for the latest updates of these after each funding application has been agreed.
- 5) Proofs of items must always be approved by Jack's parents, or the Trustees in their absence, before proceeding to print.
- 6) Approval to use photographs or device will not be unreasonably withheld as this is for the benefit of Jack's charity, but full consideration to protecting the memory of Jack both honourably and respectfully is expected at all times now and in perpetuity.

### **COMMITMENT FROM BOTH PARTIES**

The trustees are committed to upholding the Governing Document of the charity and, as such, endeavour, wherever reasonably practicable, to ensure that funds agreed for payment are available for the project, however, any unforeseen circumstances or any essential change to a funding agreement will be notified to you as soon as possible.

We wish you every success with your application.