



Appeals process for Grant Applicants

Following the meeting of grant making decision panels we aim to send grant offer or rejection letters within 5 working days of a decision being taken.

- If your application is unsuccessful, we will tell you why. Depending on the rejection reason, you may be able to apply for a different project, but you cannot re-apply for the same project unless your rejection letter says so.
- If you feel you have been treated unfairly (i.e., you perceive that we have failed to take account of submitted information or have based our assessment on inaccurate information), you can appeal in writing to the Senior Donor Services and Programmes Manager. You must include evidence to back up your appeal. You cannot appeal just because you do not like the decision. We will aim to respond to your email within 10m working days of receiving it and any supplementary data requested from the Senior Donor Services and Programmes Manager,
- If necessary the application may be referred back to the original decision maker who declined the application. If, following this process, the application is still declined then you can appeal in writing to the Chief Executive who will review the decisions taken. If following this process the application is still declined then there is no further right to appeal.

Contact address for appeals is info@cdcdf.org.uk and clearly mark the correspondence as being an appeal.

Why are applications rejected?

The most common reason that applications are rejected or not processed is that the applicant has failed to include all the relevant information and/or has failed to forward documentation despite requests to do so. Other reasons include:

- Failure to demonstrate the group's ability to deliver a project
- Management committee is not sufficiently representative of the community or their users
- Failure to show sufficient community involvement or sufficient need
- indication of how the project / activity will be funded after the grant has run out (especially pilot projects)
- Not value for money
- The group applying has too high free reserves
- The group does not have the correct documentation in place (e.g., constitution, Charity Commission registration)
- The fund / programme is very over-subscribed and other projects are judged to be stronger.