

Appeals process for grant applicants

Every decision to fund (or not) is made by a grant-making panel or funder following an assessment of an application. An assessment brings all of the application details, governing documents and financial information into a summary paper for consideration at one of our grant-making panels or sent directly to one of our funders.

Once a decision has been made at panel or by funder, we aim to send grant offer or rejection letters to applicants within five (5) working days. If your application is successful, we will outline the process to receive your funding and let you know if there are any conditions to the grant that the donor or Foundation might require.

If your application is unsuccessful, we will tell you why. Depending on the rejection reason, you may be able to apply for funding for a different project however you must not reapply for the same project unless your rejection letter specifically says so.

Making a complaint or appeal

The following appeals process applies if you believe that you or your application have not been afforded the correct, fair, or due process, and have been rejected because of this.

1. If you feel you have been treated unfairly and you perceive that we have failed to take account of any information submitted with your application or have based our assessment on inaccurate information, you should appeal in writing (email is acceptable) to the Head of Grants.
2. You must include evidence to support your appeal that you have been treated unfairly, that you or your application have not received a fair judgement, or that appropriate processes or assessments have not been followed.
3. Please note, you cannot appeal just because you do not like or do not agree with the decision by the funder.
4. We will aim to respond to your email within 10 working days of receiving it and any supplementary data requested from the Head of Grants.
5. If necessary, the application may be referred to the original decision maker (assessor or funder) who declined the application.
6. If, following this process, the application is still declined then you can appeal in writing to the Chief Executive who will review the complaint and the decision taken.
7. You will not have any direct contact or discussion with the funder or assessor, nor will the

Chief Executive arrange for you to take up your complaint with any contracted funder to the Foundation.

8. If the complaint is about an employee of the Foundation, please refer to our policy on whistleblowing, which provides the procedures to follow to ensure that you feel safe to make your case.
9. The Chief Executive may request any/all correspondence or additional information to review the complaint and will provide a response within 4 weeks of the submitted complaint.
10. Please note that if, following this process, the application is still declined then there is no further right to appeal.

Although you are not expected to prove beyond doubt that the reason for your complaint is valid, you will need to demonstrate that there are reasonable grounds for your concern.

To make an appeal or complaint about a decision, please contact us on info@cdcf.org.uk and clearly mark the correspondence subject as APPEAL.

Why applications are most likely rejected

The most common reason that applications are rejected or not processed is that the applicant has failed to provide or include requested documentation.

Other reasons include:

- 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)
- The project is not value for money
- The project does not meet the aims of the fund
- The group applying has too high free reserves
- The group does not have the correct documentation or governance in place (e.g. constitution, Charity Commission registration)
- The fund/programme is over-subscribed and other projects are judged to be a stronger or closer fit to the fund's aims

If after reading our general guidelines, you'd like more advice about making an application you may wish to contact us on our Funding Helpline; times and dates for the phone on are in our newsletters.