

**BIRMINGHAM ROYAL INSTITUTION FOR THE BLIND
GRANT APPLICATION FORM**

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|--|---------------------------|---------|-----------------------|
| Applicant Name (Company) | | | |
| Application Title (Project Name) | | | |
| Project Outline | | | |
| Strategic Link: Which strategic aim of your organisation does this link to and how. | | | |
| Why does the project meet Brib's charitable objects? | | | |
| How does the project comply with Brib's Grant Policy? | | | |
| | | £ | Timing of expenditure |
| Costs | Total Cost of the project | | |
| | Requested Amount | | |
| Revenue or Capital? Cross out as appropriate | | Revenue | Capital |
| Please enclose financial information for the organisation: to include current financial status and forecasts. | | | |
| Why can the project not proceed using your own funds or reserves: | | | |
| Approved by organisation Board (Date): (Please enclose document used and relevant minute) | | | |
| Who else has been approached for funding for this project and with what success? | | | |

Enclosures:

- Paper presented to organisation's Board regarding the project and application
- Minute from the Board meeting
- Current financial information and forecasts for the organisation

GRANT APPLICATIONS: PRINCIPLES

Principles

1. Grant applications should be prioritised for core activities with a view to the sustainability of the charity, as opposed to 'ad hoc' or 'nice to have' projects. In the main, future grants should be made for projects that further the strategic objectives of the charities and for which a business case has been made and for which finite costings are provided. It is envisaged that grants to support revenue costs would only be made in exceptional circumstances.
2. All applications to BRIB must be first approved by the relevant organisation's board. The application to BRIB should include the paper presented to the organisation's own board together with a copy of the appropriate minute confirming the application.
3. Applications should be accompanied by an up to date statement of the respective charity's current financial position and projected future financial position.
4. Applications should include an explanation as to why a grant from BRIB is required (ie. not available from other sources). It is recognised that there will be occasions when BRIB is asked to 'pump prime' a larger fundraising project and any such grants will normally be made conditionally on other funding being secured. As a general rule, BRIB would not expect such grants to exceed an agreed percentage of the total project costs to ensure that BRIB's contribution can act as a leverage to other sources of funds.
5. Applications for grants should be submitted in a timely manner and in a format to be readable by all board members, so as to be circulated to BRIB board members with the board papers by the Administrator (approximately one week prior to the relevant meeting). This will give all members of the Board time to properly consider applications.
6. In considering grant applications, BRIB will have regard to its current free distributable reserves position. To this end, the BRIB Treasurer will be asked to report on this at every board meeting. The Treasurer will also provide the Board with an update on any grants approved but not yet fully paid so that outstanding commitments can be taken into account in considering further applications.
7. BRIB will require that organisations to whom grants are made have a written policy regarding protection of vulnerable beneficiaries (eg a safeguarding policy).