



## HUDSON HIRSEL FUND

*(Grants system administered on behalf of Hudson Hirsell LLP by Coldstream Community Trust)*

### GRANT PROCEDURES

Procedures, specifically for Hudson Hirsell sub-committee of Community Trust to administer.

#### *Grant Applications*

1. Grants will be invited two times a year, as follows:-
  - Late Spring – invite applications to be submitted up to and including 1<sup>st</sup> May. Hudson Hirsell sub-committee meets in mid-May and grants awarded by the end of May;
  - Autumn – invite applications to be submitted up to and including 1<sup>st</sup> November. Hudson Hirsell sub-committee meets in mid-November and grants awarded by the end of November;
2. Grant Application forms and Grant Applicant guidance will be in a format agreed by Hudson Hirsell LLP, displaying their brand. Blank grant application forms and guidance can be posted to applicants, delivered through letter boxes, transmitted by e-mail, downloaded by applicants from the Trust's website [www.Coldstream.Co](http://www.Coldstream.Co) or the Hudson Hirsell website;
3. The methods of distributing grant application forms and guidance should not preclude any organisations/individuals from being able to submit a grant application; and
4. At the same time as receiving a blank grant application form, organisations will receive guidance on what they can claim, the maximum sum and grant conditions should they be awarded a grant.

#### *Grants Advice*

1. Both Hudson Hirsell LLP and Coldstream Community Trust want grant applications to be as robust as possible and therefore the Trust will ensure that the grant application form has supporting advice so that grant applicants can present comprehensive answers to questions; and
2. Like national grant funders e.g. Big Lottery, the Community Trust will have verbal and transparent advice on hand on how applicants should answer grant application questions.



### *Awarding of Grants*

1. The Community Trust will make every effort to submit grant applications for assessment to the Hudson Hirsell sub-committee; at the very minimum with a week before the sub-committee meeting to award grants;
2. The Hudson Hirsell sub-committee made up of persons in the 'MOU' will have the final say on which organisations are awarded grants;
3. The chair and secretary of the sub-committee (part of the Board of Coldstream Community Trust) have a vote and, apart from this, their role is one of ensuring these procedures are followed and there is transparency in the awarding of grants;
4. Should a member of the Hudson Hirsell sub-committee also be a member of an organisation applying for a grant, that person must declare an interest and not take part in the discussion and decision to award a grant, or not;
5. To help make transparent and effective decisions on grant funding, the scoring system on the next page should be applied;
6. Formal correspondence will be used in the grants system, both acknowledging grant applications and informing grant applicants of decisions made; and
7. The results of grant awards will be included in the media and the community newsletter.



**HUDSON HIRSEL FUND**

**Scoring System to help make decisions on grant applications.**

Each of the 6 voting HH sub-committee will complete this table and the 6 scores will be added together. NB: the system is designed to make scores out of 100

Should any person on the sub-committee be a member of the body submitting a grant application, or related to an individual submitting an application, then they must declare an interest and not be part of the decision to award a grant.

<b>Aspect of the grant application</b>	<b>Possible Score</b>	<b>Score</b>
1. Was the grant application submitted on time?	3	
2. Was the grant application completed properly and with appropriate attachments?	5	
3. Is the grant application submitted by an acceptable body or individual?	5	
4. Does the grant application strongly support one or more of the 8 aims of the fund listed in 'Guidance for Grant Applicants'? Which aim(s)?	20	
5. Is it clear from the grant application what the grant will specifically be spent on?	10	
6. Is it clear from the paperwork submitted by the applicant that it could not finance the project/initiative without HH help?	5	
7. Is it clear from the paperwork submitted by the applicant that it has explored other grant sources and not just relied on the HH Fund?	5	
8. Is it clear that the grant will make a difference to the body or individual submitting it?	20	
9. Will the grant have wider benefits in the community in addition to the body/individual applying for the grant?	20	
10. Will the grant act as 'seed' funding; in being the catalyst for a larger and/or landmark project that will make a difference to the community?	5	
11. Is the grant applicant willing to acknowledge the Hudson Hirsell LLP and there is evidence that this will be successful?	2	
	<b>100</b>	