

# *engage in their future*

## Grant Request

### Terms & Conditions

1. Only Grant Requests submitted using the official process and documentation, including consultation with the Regional Representative, will be considered by the National Committee.
2. All sections of the Grant Request form must be completed as accurately, honestly and thoroughly as possible. Failure to do so may result in the application being rejected or funding withdrawn and compensation sought.
3. In order to be considered at the next National Committee meeting, a completed Grant Request form must be submitted at least ten working days before the meeting date.
  - a. Should this deadline be missed, the National Committee will still endeavour to consider the request at the next meeting but cannot commit to doing so.
4. Completed Grant Request forms will be circulated to the National Committee at least seven days before the meeting date to ensure that Committee members have sufficient time to read and consider the request ahead of the meeting.
5. The National Committee reserves the right to invite applicants to attend the National Committee meeting if it is felt that the application / circumstance warrants it.
6. Each application will be given due consideration under the appropriate agenda section of the meeting. Considerations and factors that the National Committee will take into account when discussing the application and making a decision include, but are not limited to –
  - a. The amount being requested.
  - b. The reason for the request.
  - c. The potential that the opportunity presents to enhance the value of membership for current members.
  - d. The potential that the opportunity presents to reach / recruit new members.
  - e. The potential that the opportunity presents to raise awareness of *engage in their future*.
  - f. The potential that the opportunity presents to benefit those outside of *engage in their future*.
  - g. Other applications received nationally and regionally.
7. A decision can only be reached by the National Committee at the meeting if quorum is present.
  - a. If quorum is not present, the discussion and decision may be delayed until the next National Committee meeting.
  - b. If the timescale of the application does not allow for such a delay and it is known in advance that quorum will not be present, the views and decisions of those not able to attend the National Committee will be sought ahead of the meeting.
  - c. If the timescale of the application does not allow for such a delay and it is not known in advance that quorum will not be present, the views and decisions of the National Committee will be sought after the meeting and a decision reached as soon as possible.
8. If an application is declined, or agreed in part, the National Committee is obliged to provide a full explanation of the reasons and concerns to the applicant/s within five working days.
9. When a decision has been reached, the contact name provided on the Grant Request form will be contacted within five working days to advise of the outcome of the application.
10. Submitting the Grant Application form indicates acceptance of the conditions laid out in this document.
11. This document is subject to amendment by the National Committee at their discretion.



# *engage in their future*

## Grant Request

## Other Information

### Regional Representatives;

It is strongly recommended that the involvement of the Regional Representative be sought at the earliest possible opportunity for all Grant Request applications. They will be able to provide advice, guidance and support throughout the application process, bring a broader national perspective to the application, and represent the application when it is considered by the National Committee.

Contact details for Regional Representatives can be found on the National Committee page of the website – [www.engageintheirfuture.org](http://www.engageintheirfuture.org)

### Other Documents:

When submitting a Grant Request Form, you may also find it useful to read the “Branded Events” document (available on request by emailing: [contactus@engageintheirfuture.org](mailto:contactus@engageintheirfuture.org)).

### Application Process Summary:

1. Idea for event / initiative conceived
2. Approach Regional Representative.
3. Gather together relevant information and financial details.
4. Complete Grant Request Form.
5. Submit completed Grant Request Form to National Committee.
6. National Committee reviews and accepts / rejects application.
7. Outcome announced and next steps discussed.