



## **Criteria for Grant Making**

### **OBJECT**

Colchester Catalyst Charity aims to help relieve the sick and suffering by making a positive and ongoing contribution to the improvement of health care within the community of north-east Essex specifically where help is not available from statutory organisations.

### **POLICY**

The over-riding concern of the Charity is to provide support where it will benefit the greatest number of people, principally by direct contributions to organisations for specific and well-defined projects including: therapeutic aids, equipment and building for medical or nursing care.

The Charity recognises the need of specialised equipment for some disabled people. Where it is established that such equipment is not available from statutory organisations, a contribution may be made to the cost involved.

General funding or contributions to staff salaries or other running costs are excluded, but recognising the often overlooked needs of carers, the Charity will consider funding respite care provided the care period is well-defined, carefully controlled and readily monitored.

Where financial help is given, the Directors will take steps to satisfy themselves that satisfactory management and organisation exists to ensure that the money is properly used, and, in the case of equipment, that it can be efficiently operated and maintained.

### **SUPPORT**

In appropriate cases, a grant or loan may be offered for full or part-funding of a project or equipment.

No form of retrospective funding can be considered



## **Guidelines on applying for a grant or loan**

*To be read in conjunction with 'Criteria for Grant Making'*

### **INTRODUCTION**

These notes are issued to help you apply for a grant from the Colchester Catalyst Charity which is working to improve health care within the community of north east Essex.

### **WHO CAN APPLY?**

Applications will be considered from any caring organisation so long as such applications fall within the Charity's remit and these guidelines.

### **SPECIAL STIPULATIONS**

- a) Grants will not be made for any item or project which has already been paid for.
- b) The Charity is unable to consider applications for any item where there is an obligation for provision by a statutory authority.
- c) Recipients of grants must take responsibility for insurance, maintenance and repairs of any items funded.
- d) Grants towards replacement vehicles are considered only where evidence of the establishment of a replacement fund is available.

### **HOW DO I APPLY?**

Applications must be made by completing the attached form No.AFl.

**Net of VAT if exemption applies** - Please ensure that the amount applied for takes into account all available VAT exemptions. Contact us if you need advice on VAT.

*Supporting statements, professional assessments, quotations or estimates should be attached to this form where applicable.*

**REMEMBER: THE CHARITY IS TRYING TO HELP YOU. IT WILL BE EASIER FOR US TO ASSIST YOUR APPLICATION IF THE INFORMATION ABOUT YOU AND YOUR NEEDS IS COMPLETE.**

PLEASE RETAIN THIS COVER