



## GRANT POLICY

The Executive Committee of MACS (Micro and Anophthalmic Children's Society) ("the Charity") has a duty to protect the funds of the Charity and to ensure that any grants given are in line with the Charity's objectives, as listed within its Constitution.

These objectives are:

- (1) To relieve those persons suffering from Microphthalmia, Anophthalmia and / or Coloboma conditions, and to support those persons and their families.
- (2) To advance the education of the public concerning Microphthalmia, Anophthalmia and / or Coloboma conditions.

Key policy issues:

- MACS will set an annual grant budget as long as sufficient funds are available. Should this budget be exceeded or if sufficient funds are not available to allocate such budget, it may not be possible for MACS to make grants that fall within the above objectives.
- The Executive Committee will review all applications received at its quarterly meetings and approve or reject each grant application. Only Executive Committee members will have a vote on any grant application received and the Executive Committee's decision is final.
- In exceptional circumstances, and at the Executive Committee's discretion, grant applications may be reviewed and approved / rejected by e-mail between Executive Committee meetings.

- Executive Committee members will not discuss specific grant applications with individual Members. Any queries from Members will be directed to the Charity Development Manager.
- During the review of grant applications at Executive Committee meetings, details of all applicants will remain anonymous to prevent bias.
- Executive Committee members are also Members of the Charity and, as such, are eligible to apply for grants. The Member making the request will not be present when the application is discussed or have any input into the decision making process.
- MACS will purchase any item / equipment granted on behalf of Members and will not provide a cash grant. Services will be paid for by invoice directly to the service provider.
- If any Member is making a contribution towards the costs of any item / equipment or service, this contribution should be made directly to MACS once the grant is approved.
- Once any item / equipment is granted by MACS, it becomes the property of the specific member and is for the sole use of that Member. The Executive Committee is not responsible for any damage to the item / equipment, nor is it not responsible for any maintenance after expiry of the manufacturers/suppliers guarantee.

### **Who can apply?**

MACS will consider grant requests from UK-based members aged 18 and over *only when they have been members of the charity for six months* from the date of registration of membership.

MACS also reserves the right to fund non-members whose work may be of direct or indirect benefit to MACS members; may develop a wider understanding of MACS conditions; or increase public and/or professional awareness of MACS conditions.

### **When can applications be made?**

Members can submit an application at any time; however deadlines will be set for consideration at specific meetings. Members are only allowed to make one application in any 12 month period, unless the Executive Committee feel there is an exceptional circumstance. Once a grant is approved, no further grant application can be made until 12 months from the date of approval.

Those requesting a grant must complete the Grant Application Form in full and submit as per the instructions given.

## What happens next?

MACS will aim to acknowledge the grant application within one week of receipt. Applicants will then be given a date for the next Executive Committee meeting, when the application will be discussed.

If the grant application does not contain enough information to enable the Executive Committee to make a decision, the applicant will be contacted for more detail. The application will then be reviewed at the next meeting or by email.

All applicants will be notified about the outcome of their application within one week of the date of the Executive Committee meeting. If the application is successful, the applicant will then be updated on a fortnightly basis on the progress of the purchase of the item, service or activity.

## What will MACS fund?

MACS prefers not to be overly restrictive in terms of the level and type of grant requests that it will consider. However, the Executive Committee is particularly interested in funding specific items of equipment, services or activities that will be of direct and ongoing benefit to the physical or emotional health or personal development of the child / adult Member affected by the MACS condition.

The age of the child / adult Member and any specific disabilities or needs will be taken into account when considering grant requests, along with any recommendations from professional advocates.

Please note that requests for talking phones are considered separately. Please contact [grants@macs.org.uk](mailto:grants@macs.org.uk) to discuss.

Please note that the following exclusions apply:

- Items, services or activities for which the provision is the responsibility of statutory services (except in cases where families can prove that a statutory request has been rejected and that a specific need remains).
- High specification iPads. MACS will consider funding some iPads, however families will be expected to pay any difference in cost if a higher specification model is requested.
- Travel or other costs relating to medical appointments
- Replacements for items that have been previously funded and provided by MACS and then broken or lost.
- Overseas travel or holidays.
- More than one application for support for the MACS annual Family Weekend.

## MACS Grant Application Form

### Guidelines for making your application

Please complete the grant application form in full, answering all questions. If anything does not apply to you, please write 'not applicable' in the relevant space. Applications that are not completed in full cannot be considered.

Please ensure that you include the accurate cost of the item, service or activity and attach details of the supplier / quote received.

Adult members affected by MACS conditions can make their own applications if appropriate. Where this is inappropriate, MACS is happy to accept applications made on their behalf by a parent, partner or carer.

Should you require any assistance, please contact [grants@macs.org.uk](mailto:grants@macs.org.uk).

<b>SECTION 1: Information about applicant</b>	
Name:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>
Post Code:	<input style="width: 40%;" type="text"/>
Home Tel:	<input style="width: 40%;" type="text"/>
Mobile:	<input style="width: 40%;" type="text"/>
E-mail:	<input style="width: 95%;" type="text"/>
Relationship to MACS Child / Adult:	<input style="width: 60%;" type="text"/>
<b>SECTION 2: Information about individual to benefit from a grant</b>	
Name of MACS Child / Adult:	<input style="width: 95%;" type="text"/>
Date of birth:	<input style="width: 40%;" type="text"/>
Eye condition/s:	<input style="width: 95%;" type="text"/>
Other health condition/s:	<input style="width: 95%; height: 40px;" type="text"/>
Registered blind?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Registered partially sighted?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
If yes, please provide date of registration <input style="width: 100px;" type="text"/> and provide a copy of the registration documents with this application.	

### SECTION 3: Details of grant being requested

Please provide information below about the specific item, service or activity for which you are requesting support. Please attach photographs / web links if possible. If you are requesting a service or activity, please provide details of the length of time involved.

Please tell us why you are requesting this item, service or activity. Include full details on how a grant will improve the life of the MACS child / adult who will benefit from any grant. Continue on an extra sheet if necessary.

SECTION 4: Details of any professional person supporting this application e.g. social worker, VI support worker, health visitor, ophthalmologist or therapist. Please note that this section is optional, however, completion will be helpful to the decision making process.

Name:

Job title:

Work address:

Work Contact Number:

Work e-mail address:

In what capacity do you know proposed beneficiary of this grant request and how long have you known them?

Please state which item / service or activity you believe is required and give reasons why it is needed. What might be the positive impact of any grant? This statement can be in the form of a covering letter attached separately or in the space provided here (please continue on another sheet if necessary)

## SECTION 5: Financial information

What is the cost of the item, service or activity? Please indicate the cost per session if your request relates to a service or activity.

Cost of item: £  Postage costs (if any): £

Cost per session (if relevant): £

Number of sessions:

Total cost: £

Are you able to make a contribution? Yes / No

If yes, please indicate how much? £

Total amount being requested from MACS: £

Quote attached from supplier?  Yes /  No

Supplier name:

Supplier address / website:

If you are unable to attach a quote, please explain why below.

Have you applied to any other grant giving organisation re this request?

Organisation name:

Organisation contact details:

Date application made:

Please provide details of any response below:

Have you previously applied for a grant from MACS?  Yes /  No

Was your request successful?  Yes /  No

If yes, please provide details of the grant below:

Date of grant:

Item / service provided:

## SECTION 6: Declaration

This application must be signed by the applicant.

- I declare that the information provided on this form is complete and correct. I understand that information given will be held under the terms of the Data Protection Act.
- I agree that MACS may discuss the information given on this form with other organisations who may be asked to provide relevant information, goods and services or assist with this grant.
- I agree that, if required, MACS can request information related to this grant from other organisations.
- I understand that this form is a request for a grant to be considered by MACS' Executive Committee and that the Executive Committee's decision is final.
- I understand that if funding is approved, MACS is not required to provide payment towards the upkeep of this equipment, including replacement, maintenance, insurance, extended warranties etc. Any such undertaking shall be the responsibility of the beneficiary, parent, legal guardian or other.
- I agree that if this request is granted, a photograph and written information will be provided to MACS for use in any publication or promotional material to assist in the awareness of MACS and inform donors of how funds are spent.

By signing below you are confirming you have read, understand and agree to the above declaration.

Print name:

Signature:

Date:

Please email this form to [grants@macs.org.uk](mailto:grants@macs.org.uk) or post to:

MACS  
Suite 472, Kemp House  
152 City Road  
London  
EC1V 2NX

Thank you



**SECTION 7: For MACS use only**

Grant reference number:   
Date application received:   
Date applicant contacted to confirm receipt:   
Date of Executive Committee meeting:

Grant approved?  Yes /  No

Reason, if declined:

Date applicant informed of decision:

Method: Phone  Email  Letter

Follow up Information given (fortnightly)

Date:  Update:

Date:  Update:

Date:  Update:

Date item received:

Date Section 8 form sent out:

Date Section 8 form returned:

SECTION 8: Receipt of grant form

Grant reference number:

I confirm that I have received a grant from MACS.

I have:

a) now received the item/s: (list below)  Yes /  No

b) been made aware that the service / activity has been arranged.  Yes /  No

As previously agreed in my signed application form, I enclose a photograph and written information, describing how the grant has benefited myself / my child, for use in any of MACS publications or promotional materials. Please provide information below.