



Wells United Charities

Registered Charity Number: 236897

Grant appeals policy and process

Wells United Charities (WUC) are here to help local people struggling with old age, ill health or poverty. We do this by giving grants most frequently to local people for fuel and education. WUC also offer grants to local charities, if they are offering a service to the community that is in line with WUC objects. Grants are requested through completing the appropriate forms found on the website.

Grant applications processing

Each grant application is treated on its own merits and according to how well it fits with WUC objects. The grant application is managed by the Trustee who coordinates grant requests.

Each application is assessed and verified by the Trustees who ensure that all required documentation is provided, and that the application is clear.

The Trustees usually meet on a quarterly basis and are provided with all relevant material on which to base their decision.

Our aim is to inform grant applicants of a decision not longer than 16 weeks after submission of an application.

If an application is rejected our aim is to provide a concise but informative reason for the rejection.

Challenging Decisions

Sometimes applicants may feel that their applications have not been judged fairly and may take issue when the application has been turned down or if the awarded amount is less than they were hoping.

WUC is happy to discuss how future applications can be improved. However we are unable to change a Trustee meeting decision unless the Trustees agree via the Appeals process.

Applicants can go through the appeals process if they wish to challenge a decision. If the Appeals process is entered then WUC Trustees will not be able to discuss the Application outside of this process, described below.

Grant Applications Appeals process

1. Grant Applications are considered at Trustee meetings.
2. Grant Applicants receive the result of their application ideally by email or if not by letter from WUC.
3. If the Grant Application is rejected brief reasons for the rejection are given in the email, as is advice about this appeals process.
4. If a Grant applicant wishes to appeal a decision made by the Trustees they need to submit a letter of appeal and send this to the Clerk within 10 days of receiving their notification email letter from WUC.
5. The letter needs to contain the nature of the appeal and refer to the reasons why the Grant was turned down, or not funded fully, and provide extra information and evidence which are the basis of the appeal and why the original decision should be reversed.
6. On receipt of this letter of appeal the Trustee responsible for Grant requests will inform the Chair of WUC that an appeal has been received and will send the letter and application and original comments on the grant request to the Trustees who approved the Grant who must then prepare a response to the appeal within 10 days of the date of the appeal letter.
7. The Trustee responsible for Grant requests will arrange for the Trustees response to be forwarded to the Applicant.
8. If the Grant Applicant is still not satisfied they must write to the Chair of WUC within 10 days of receiving their post appeal decision letter.
9. The Chair of the WUC Board of Trustees will conduct an investigation and will respond with a decision after a further 10 days.