



## INTERIM's Grant Making Policy

The Objects of INTERIM ("the Charity")

*Under the terms of the CIO the Trustees apply funds at their discretion:*

*"The Objects for which INTERIM is established are:*

- 1) For the public benefit to promote the education and training (in counselling and psychotherapy) of people living in Great Britain on a limited income and including those with a history of mental illness/emotional distress (who are able to reflect on and use their experiences, treatment and recovery as a strength for others) in such ways as the charity trustees think fit, including by awarding to such persons' scholarships and grants tenable at any university, college or institution recognised to provide counselling and psychotherapy education and training; and maintenance toward course requirements (including travel, books and other course expenses)
- 2) To advance the education of the public in general (and amongst counsellors and psychotherapists) on the subject of counselling and psychotherapy and its relation to mental and social health and to promote research for the public benefit in all aspects and to publish the useful results
- 3) The advancement of health or the saving of lives by relieving the mental and physical sickness and distress of persons in need in particular but not

limited to the former by the provision of a counselling and psychotherapy support service

4) To further such charitable purposes for the public benefit as are wholly charitable according to the laws of England and Wales as the trustees may from time to time determine

The Trustees of INTERIM will seek to support those activities for purposes which help further the Objects.

#### 4. Governing Principles

In awarding grants, the Trustees will apply the following principles:

4.1. All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Trustees on their own merits. Although the Trustees will have regard to the outcome of the previous grant, any new application will in no way receive preferential or adverse consideration.

4.2. The Charity will only support applications from individuals.

4.3. The Charity will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.

#### 5. Exclusions

The Trustees will not normally approve the use of the Charity's funds for:

5.1) Purposes for which the government has a statutory responsibility to provide

## 6. Grant application process

All applications for grants should be made in the first instance to INTERIM, 48, Narcissus Road, West Hampstead NW6 1TH and clearly marked for the attention of the Trustees. All applications must be made by way of a paper application form (to be completed in conjunction with this policy)

## 7. Information requirements before awarding a grant

All applicants:

Before awarding a grant to an individual, the Trustees require that the application should:

7.1. Inform the Trustees of the purpose of the application, details of the way in which the grant will be used and how it will be managed effectively for its intended purpose;

7.2. Sign the application form to state that the applicant undertakes to comply with the general terms and conditions including that the presentation of a cheque or acceptance of funds through bank transfer deems that the recipient has accepted these and any additional terms and conditions contained in a letter of grant between the Charity and the grant recipient and agrees to be bound by them.

## 8. Assessment Process

8.1. All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Grants will be considered by the Trustees at their meetings, and the Trustees will aim to write to all applicants informing them of the outcome of their application for funding within three months of the date of the application.

8.2. Applicants should note that, as with many other charitable trusts, INTERIM always receives far more applications than it has funds to support. Even if an individual fits within the criteria and priorities of the Charity and a

detailed assessment has been made, the Charity may still be unable to provide a grant.

8.3. The Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

## 9. Monitoring and Publication

It is the policy of the Trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions will be stipulated appropriate to the education/training and progress will be assessed against agreed targets and/or milestones. If the grant is payable in instalments, then payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated and the Trustees reserve the right to withdraw the grant on receipt of unsatisfactory progress reports. Failure to submit reports at the time specified by the Trustees may also jeopardise the continuation of the Charity's support. In addition to reports detailing progress, grant recipients will be expected to provide:

- A statement of how their Charity monies have been spent for the year;
- Details of any other funds applied to the same education/training.

9.1. Monitoring by the Charity may be expected during the period of a grant.

9.2. The Trustees also expect to receive copies of any published articles, papers or other outputs which may result from the education/training

9.3. Following the conclusion of the education/training, the grant recipient will (where appropriate) be expected to submit a final report, normally within three months of the end of the grant, detailing fully the results of the education/training. The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of the final report is delayed, to allow a mutually acceptable date for submission to be agreed.