



engage in their future

engage in their future

Grant Request

Terms & Conditions

This document sets out the terms and conditions for the submission and consideration of Grant Request applications and applies to both online and offline applications.

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 Failure to do so may result in the application being rejected or funding withdrawn and compensation sought.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. Completed Grant Request applications will be shared with the National Committee who will have ten working days to read, review and respond with their decision.
 - a. A decision can only be reached by the National Committee if quorum is achieved.
 - b. If quorum is not achieved, the discussion and decision may be delayed.
 - c. In the event of any such delay, the National Committee will keep the applicant informed and endeavour to reach quorum / a decision at the earliest opportunity.
4. The National Committee reserves the right to invite applicants to attend the next available National Committee meeting if it is felt that the application / circumstance warrants it.
5. 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.
6. 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.
7. When a decision has been reached, the contact name provided on the Grant Request application will be contacted to let them know the outcome of the application.
8. All successful applications are required to provide a completed Impact and Evaluation Report to *engage in their future* (at: contactus@engageintheirfuture.org) within ten working days of the completion of the event / initiative / project.
9. Any member of the National Committee may be asked to, or offer to, abstain from the decision if any pecuniary interest is identified.
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.



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Other Information

The Grant Request scheme is intended to enable member schools to apply to access centrally held funds in order to deliver events and initiatives that are conceived, organised and delivered at a local and regional level in order to support the network of *engage in their future* members and their school communities, as well as the organisation itself.

This means that *engage in their future* member schools are able to request funds that will either fully cover, or contribute towards, a specific event or initiative that they are organising and would like to deliver. It could be anything from booking a conveniently located meeting room for a regional networking event, to covering the costs for a student inter-school challenge, to paying for a pitch at a local event to raise awareness of *engage in their future*.

The project doesn't have to be billed as *engage in their future*, and the grant doesn't have to be the sole source of funding, but it **must directly benefit or support the organisation and its wider membership in a clear and accountable way**.

The process to apply for funds couldn't be more straightforward, but it is strongly recommended that the involvement of the Regional Representative be sought at the earliest possible opportunity for all Grant Request applications (details about the Regional Representatives can be found on our website: www.engageintheirfuture.org).

Regional Representatives will be able to provide guidance and support throughout the application process and bring a broader national perspective to the application. They will be able to provide advice around the content of the application, identify areas of impact and benefit to the *engage in their future* community and contribute to discussions around the level of funding being requested. **Remember, only applications for events, projects and initiatives that support the wider *engage in their future* membership will be considered.**

We also recommend that you read through the Terms and Conditions (overleaf) as they provide further information about what happens at each stage of the process.

Application Process Summary:

1. Idea for event / initiative conceived.
2. Approach Regional Representative and discuss proposal.
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 within ten working days.
7. Outcome announced and next steps discussed (including payment options and dates if appropriate).
8. Impact and Evaluation Form completed and returned by applicant within 10 working days of the completion of the event / initiative / project.