**Name of organisation:**

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| **We commit to making grants in a way that reflects the realities facing VCSE organisations now and for the foreseeable future.** |
| **Commitments** | **Examples** | **We will… (populate with what your organisation does – or plans to do – in line with each commitment)** |
| 1. **We will not waste their time** – we will explain our funding priorities clearly; we will be open and transparent about all our requirements and exclusions
 | *After each funding round, we review all rejected applications, looking for ‘rules’ that we hadn’t identified or made clear**All our published application documents are independently copy edited for clarity and consistency* |  |
| 1. **We will only ask relevant questions** – we will only collect information that we must have to make funding decisions; we will test our application forms rigorously to make sure our questions are clear and do not overlap
 | *We use a 2 stage process. We aim to support 75% of applications at stage 2, so stage 1 is all about the key questions that most strongly influence our funding decisions**We take responsibility for compiling information on applicants from publicly held records (e.g. accounts from Charity Commission)* |  |
| 1. **We will accept our share of risk** – we will be realistic about how much assurance applicants can reasonably give us; we will clearly explain how we assess risk when we make our funding decisions
 | *In the light of Covid-19, we are reviewing ‘what good looks like’ in relation to e.g. reserve levels; diversity of funding; financial projections. We will share this with applicants* *We don’t require detailed activity plans. We trust organisations to make their own operational decisions* |  |
| 1. **We will act with urgency** – we will seek to work at a pace that meets the needs of applicants; we will publish and stick to our timetables; we will make our decisions as quickly as possible
 | *We make all decisions about small grants within 30 days of receiving an application**If we have problems meeting our timetables, we get extra help rather than giving applicants less time or changing their deadlines*  |  |
| 1. **We will be transparent about our decisions** – we will give feedback; we will analyse and publish success rates and reasons for rejection; we will share our data
 | *We try to think creatively about how and when to give useful feedback to all unsuccessful applicants – we never just say ‘we had more applications than we could fund’**We publish details of the reasons for rejection at each stage of our application process* |  |

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| **We commit to managing grants and relationships in a way that reflects our confidence in and respect for the VCSE organisations we fund.**  |
| **Commitments** | ***Examples*** | **We will…** |
| 1. **We will enable them to respond flexibly to changing priorities and needs** – we will give unrestricted funding; if we can’t, we will make our funding as flexible as possible
 | *Our Trustees are committed to moving 90% of our annual spend to unrestricted grants within three years* *We contribute towards the essential operating costs of an organisation, not just to direct project costs* |  |
| 1. **We will be clear about our relationship from the start** – we will be realistic about time commitments; we will ensure that our contact is positive and purposeful
 | *When we make a grant, , we jointly agree the expectations for the relationship between us**We are working on ways for funded organisations to safely raise challenges in their grant relationship with us*  |  |
| 1. **We will commit to light touch reporting** – we will ensure that our formal reporting requirements are well understood, proportionate and meaningful
 | *We explain why we have awarded a grant and then jointly agree what grant reporting will work best for us both**We use a simple ‘tick box’ form to deal with all reports for accountability purposes* |  |