



GRANT MAKING POLICY

Summary

The purpose of this grant making policy is to:

- Outline the grant making principles adhered to by Murphy's Army
- Articulate those principles and our criteria for grant making to potential grant applicants
- Provide a standard of grant making practice for Murphy's Army

Mission

Our Mission is to assist in the process of reuniting lost and stolen pets with their owners, raise pet theft awareness and promote pet safety, welfare and care across the UK.

We achieve this mission by –

- Actively assisting in the search for lost and stolen pets through social media, face to face meetings and new technologies as they become available; and by funding printed materials, transportation and other related costs as necessary;
- Raising awareness of pet theft and promoting pet safety through education, information and advice to owners;
- Promoting micro-chipping and assisting with associated costs;
- Promoting the use of facial recognition software;
- Identifying, researching, and initiating campaigns to resolve safety issues and hazards in conjunction with independent and public sectors;
- Assisting in the rescue and re-homing of domestic pets in need of help due to injury, sickness, neglect or abuse;
- Providing grants to other Animal Rescues to assist with veterinary bills, transport, and other related costs;

Grant Making Principles

Murphy's Army grant making policies are guided by the following principles:

- informed through consultation
- targeted to meet needs, priorities and aspirations
- focused to achieve maximum efficiency and effectiveness
- implemented, monitored and evaluated to ensure optimum achievement

Aim of Grant Making

In awarding grants Murphy's Army aims to be proactive, fair, efficient and professional. Our grant making criteria is clear and consistent, but will also remain flexible in order to ensure that changing needs are addressed.

Background to Murphy's Army

Murphy, a Siberian husky, went missing believed stolen, in December 2014. His family were naturally devastated and launched a social media campaign to help find him. The animal loving community took Murphy and his family to heart and in a very short space of time Murphy's plight was known not only across the UK, but worldwide. Thankfully Murphy was returned to his family some three months later, but the campaign didn't stop there.

The team drawn together by Murphy's absence, pledged to continue with their efforts and so Murphy's Army was born. Their extensive network has helped reunite hundreds of missing pets with their owners, raised much needed awareness of the increase in pet theft and other welfare issues, and helped many more pets in need.

Public Benefit

All grant applicants to Murphy's Army must be able to demonstrate their charitable purpose and public benefit in order to be considered for funding.

Grant Profile

Standard Grant:

A grant is made following a specific request/application from an organisation or individual toward a particular activity or cost. Grants are generally to be spent over an agreed time period, usually one year, and are made with specific terms and conditions.

Emergency Grant:

A grant made as outlined above, but requiring urgent attention due to an animal being in urgent need of assistance. Such grants are made at the Trustees discretion and will be subject to the same conditions as a standard grant. Applications and payments if approved will go through a FastTrack process so that funds can be made as soon as is practically possible.

The assessment and monitoring process are the same for all grants.

All applications received by Murphy's Army are processed according to the grant making procedures set out in this document.

GRANT MANAGEMENT STRUCTURE

Grants Committee

The Grants Committee consists of people who can add knowledge and specialist skills to those of Murphy's Army Trustees in order to help decision making on grants that relate to specific areas of need. The Grants Committee brings experience or working knowledge to enable grant making by Murphy's Army to reach those animals most in need. The Grants Committee makes recommendations to the Trustees. Final responsibility for all grants remains in the hands of the Board of Trustees.

GRANT MANAGEMENT

This section sets out the process for the distribution of funds by Murphy's Army

Publicity of Funds Available

The opportunity to apply for funding from Murphy's Army will be publicised on our website; through social media particularly our Facebook Groups; through communications to animal welfare organisations and through any other means that Murphy's Army deem appropriate.

Murphy's Army will publish details of grants awarded and promote presentations and testimonials from beneficiaries.

Enquiries

Application forms and guidelines can be downloaded from our website, emailed, or posted if required. Where enquiries are received that do not meet Murphy's Army's funding criteria we will endeavour to provide information which could be of help in identifying alternative funders.

Eligibility and Criteria

Grants made by Murphy's Army generally fall under the broad heading of animal welfare

Murphy's Army encourages applications which:

- Are from animal welfare focussed organisations or individuals
- Support new or existing animal welfare activity
- Demonstrate that funding will make a real difference

Criteria

Organisations applying for funding from Murphy's Army must meet the following criteria:

- Benefit animals in need in the UK
- Operate as a voluntary or community organisation, or other non-profit making organisation, providing that the organisation can demonstrate that it exists for the public benefit and the purpose for which they are seeking a grant is charitable or;
- Be an individual seeking assistance on behalf of an animal or animals in need

Murphy's Army will **not** support the following:

- Organisations whose work does not support animal welfare
- General appeals i.e. a request for a general contribution to a larger project where an identifiable aspect has not been defined
- Political promotion including political party activity
- Retrospective or deficit funding
- Organisations that cannot demonstrate public benefit as defined by the Charity Commission
- Organisations requesting funding towards reserves or which have significant financial reserves, except in exceptional circumstances.

Deadline Dates

Murphy's Army have an on-going grant programme and applicants can apply at any time. There are no deadline dates. Applications for Standard Grants will be considered by the Grants Committee on a monthly basis. Decisions are normally made within six to eight weeks. Emergency Grants will be treated as priority and undergo a FastTrack process.

Fraud

Murphy's Army takes fraud very seriously and we are committed to mitigating the risk of fraud at every opportunity. We are aware that fraud can take place in all stages of grant funding. We will look for the following indicators in all grant applications:

- Applicant unknown to other umbrella organisations or groups
- New groups
- Small numbers of management committee members
- Applicant only having a mobile phone number and/or PO Box address
- Discrepancies between financial information provided on the application form and that in the audited accounts or on the charity regulator's website
- Registered charity not complying with the statutory duty to submit Accounts and Annual Returns to the charity regulator within 10 months of the end of the financial year
- Discrepancies between the named applicant organisation and the name as it appears in the constitution/bank account
- Relationships between Trustees/committee members/cheque signatories

Such indicators may lead Murphy's Army to carry out more rigorous investigation of a particular applicant.

An organisation identified as 'high risk' in the initial assessment round may not necessarily be excluded from funding. Murphy's Army can and will implement different assessment and monitoring processes in such instances. For example, we may visit the organisation before making a grant, or implement a staged grant payment and monitoring system.

The return of monitoring and evaluation forms is vital as they provide the necessary feedback on how a grant was spent and the outcomes achieved. As part of the monitoring and evaluation procedure Murphy's Army requests evidence of expenditure and will employ an unsatisfactory monitoring outcomes procedure in the event an organisation has not provided sufficient information.

Should Murphy's Army consider that a grant has been used fraudulently, we will seek to recover the full grant and any associated costs. We will inform the relevant regulatory authorities, which may include the Police, and legal action will be considered.

As part of their overall responsibility, the Trustees or Grants Committee may audit a random selection of successful grant applications and report on the outcomes.

Application Forms and Guidelines

Every application must be made on the standard Murphy's Army grant application form. This will be made available via the Murphy's Army website, on request by email and on request by post.

Minimum information to be included on the application form is as follows:

- Name of organisation or individual
- Contact email
- Contact telephone number
- Full address details
- Charity number if applicable
- Why the group exists and what it does
- Amount applied for and itemised cost breakdown
- Purpose of grant
- Details of referee
- Signature of applicant

All applications must include supporting documents that provide the necessary evidence of an organisation's purpose and financial situation. Supporting documents must be provided with the application (unless already recently provided); failure to do so may result in an application being deferred or withdrawn). Supporting documents include -

- Constitution or other Governing Document
- Annual accounts (independently examined/or audited annual accounts as directed by the Charity Commission)
- Budget/income and expenditure forecast for the coming year
- Project budget including quotes as appropriate

In the case of small, new or developing groups or individuals, alternatives may be accepted at Murphy's Army discretion

References

References may be requested for new applicant organisations or individuals at the discretion of Murphy's Army.

Acknowledgement

All applications are acknowledged within five working days of receipt.

Assessment

If an application is incomplete, we will contact the applicant to request missing information. Delays in supplying the requested information may result in the application being deferred or withdrawn.

The Grants Committee will assess the application against Murphy's Army's grant making policy and eligibility criteria

As part of the assessment process, site visits may be made by one or more of the Trustees, by a member of the Grants Committee or by a duly authorised representative

Applications for funding are assessed against:

- Evidence of Need
- Management and/or Governance
- Lasting benefit

The Grants Committee will forward eligible applications and assessments to the Trustees for consideration

Awards - Decision making process

The Trustees will consider applications in conjunction with the assessment by the Grants Committee. The Trustees will either:

- Approve; or approve in part or with conditions
- Defer - request further information/highlight key concerns; applicants will be asked to address these concerns and resubmit an revised application
- Decline - applicant will receive a full explanation as to why the funding request was declined.

When a grant has been approved the Trustees will arrange for allocation of funds, recommend payment terms if appropriate, and notify grant conditions and monitoring arrangements.

Trustees and Grants Committee members involved in grant recommendations/decisions are required to declare any conflict of interest in relation to specific grant awards and will not be involved in any decisions or recommendations for that application.

Awards

Once a grant is approved Murphy's Army will send a grant award notification. This will be accompanied by the grant terms and conditions and a copy of the monitoring form to be completed.

To accept a grant award, the applicant must sign the grant terms and conditions form and returns it to Murphy's Army.

The grant will be released within 7 days of the signed grant terms and conditions being received except in the case of Emergency Grants which will undergo a FastTrack process

Terms and Conditions

Funding is awarded to an organisation or individual with terms and conditions attached. These must be agreed by the organisation or individual before payment is released.

Breach of Terms and Conditions

In the event that Murphy's Army considers an organisation or individual has breached terms and conditions, they reserve the right to request the return of the total grant awarded. No future applications for funding will be accepted from organisations or individuals in breach for a minimum of 2 years, and then only if the organisation or individual is able to provide evidence of action taken to rectify previous failures or concerns.

Declined Grants

If a grant application is declined Murphy's Army will send a grant decline letter outlining the reasons why the application was declined.

Grant applications may be rejected under one or more of the following categories:

- Evidence of Need
- Management and/or Governance concerns
- Lasting benefit
- Lack of available or appropriate funds

Appeals

Appeals will only be considered by Murphy's Army:

- When an organisation feels that Murphy's Army has shown prejudice in considering an application
- The details provided to the Grants Committee were factually incorrect in some material aspect.

Monitoring and Evaluation

The completion and return of a monitoring form is a requirement of all Murphy's Army grants. Monitoring and evaluation forms and guidelines are issued with the offer of grant to allow the organisation time to build in appropriate reporting procedures.

Forms and evidence of expenditure e.g. copies of receipts and invoices must be received within one month of the grant being received, unless otherwise agreed in writing by Murphy's Army and the applicant.

In the event that timely monitoring is not received Murphy's Army will contact the organisation or individual in the following way:

- A letter will be sent to the main contact requesting return of the monitoring and evaluation forms within two weeks
- If forms have not been returned after the stated two week period the organisation or individual will be contacted by phone to request return within seven days
- If the forms have still not been returned after that week, a final letter will be written, notifying the organisation or individual that they are in breach of their terms and conditions and requesting the return of the whole grant and confirming that the organisation or individual is no longer eligible for any further funding.
- Murphy's Army will take any necessary steps to recover such grants, which may include informing the relevant regulatory authorities.

Failure to submit satisfactory monitoring is considered a breach of Murphy's Army's terms and conditions.

Murphy's Army reserves the right to undertake monitoring visits to any of the funded applicants.

Trustees and Grant Committee Engagement

Visits by Murphy's Army Trustees and members of its Grants Committee to organisations who have benefitted from grants are encouraged. These help to show how funds are being used, build up relationships between Murphy's Army and organisations and bring to light other potential issues affecting animal welfare.

Future Review

This grant making policy will be reviewed annually by the Grants Committee and ratified by the Board of Trustees of Murphy's Army.

For further information please contact:

Grants Committee
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Bradford
BD7 2QP

Email: info@murphysarmy.co.uk

Approved by Board of Trustees 19th November 2015.