

## GRANT APPLICATION AND APPROVAL

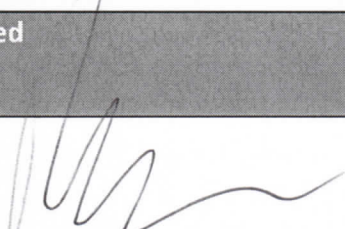
- The document 'Guidelines for making financial assistance' gives the broad outline utilised by the board in making decisions.
- Grant application forms are available freely online at [www.culturevannin.im](http://www.culturevannin.im) or on enquiry from the Director.
- Applications received are acknowledged and circulated as hard copies within the next board pack to members.
- Applications with insufficient information are not circulated immediately and may be deferred.
- Annual accounts are supplied by organisations and charities. Applicants may add letters of support or supporting information outside of the framework of the grant form.
- Applications are carefully considered by the board so that grants can be made within the framework of the Manx Heritage Foundation Act and relevant policies.
- The scope and strategy sub-committee assesses the work of the organisation in terms of its grant giving, development work and overall strategic thinking.
- Applicants are informed as to the success or otherwise of their application and any conditions made by board members are outlined in the award letter.
- All successful applicants must take up the money and complete the project within a period of two years from receipt of the letter of confirmation.

### Acknowledgement and feedback from applicants

- All successful applicants must acknowledge support by placing the Culture Vannin logo on all publicity and publications.
- All successful applicants must provide a summary of the project, with any relevant photos and copies of publications for the archives.
- A summary of the end of project information is published on [www.culturevannin.im](http://www.culturevannin.im) as means of communicating as transparently as possible the outcomes of the award.

### Payment control and monitoring

- The Director controls the payment schedule and project monitoring for each award.
- Annual accounts/reports are the subject of an annual external audit review and are published online once they have been received by Tynwald.

Version	Date	Signed	Frequency of review	Date of next review
1.0	22/05/15		annual	March 2016