



## NEWCASTLE BOROUGH COUNCIL GRANT FUNDING – APPEALS PROCEDURE

### 1. Introduction

1.1 This procedure relates to the following grant schemes for voluntary & community groups that Newcastle-under-Lyme Borough Council provides:-

- Community Chest.
- Cultural Grants.
- Homelessness Grants.
- Small Grants.

1.2 This procedure does not relate to:-

- Grant schemes that Newcastle-under-Lyme Borough Council provides to individuals.
- Grant schemes that fall outside of the remit of the Council's Grants Assessment Panel.
- Grant schemes that Newcastle-under-Lyme Borough Council administers on behalf of third parties, e.g. Sports Council.
- Third Sector Commissioning.

1.3 This procedure is intended to operate in line with Staffordshire Compact, particularly:-

- The Funding, Commissioning & Procurement Code of Practice.
- Compact Resolution Process.

### 2. Purpose

2.1 The purpose of this procedure is to provide a fair & transparent procedure by which voluntary & community organisations who feel that a decision not to award them a grant, or to award them a grant lower than the level they applied for, can lodge an appeal against that decision.

### 3. What constitutes a legitimate appeal?

3.1 Appeals can only be lodged on the basis that the decision was:-

- Made contrary to the correct procedures.
- Failed to take into account relevant information supplied by the applicant that might have led to a different decision being made.



3.2 Appeals cannot be lodged solely on the basis that the applicant feels that that have been hard done by – “It’s not fair” is not adequate grounds for an appeal.

4. **Appeals process**

4.1 Unsuccessful applicants will be informed of their right to Appeal, and be issued with this document and a Grants Appeals form, with their notification letter.

4.2 The appellant should complete and return the Grants Appeal form within 7 days of receipt of the notification letter from the Borough Council.

4.3 The appellant will receive a formal acknowledgement of their Appeal within 3 working days of receipt.

4.4 The Chair of the Grants Assessment Panel, shall co-ordinate an investigation into the appeal, incorporating, if necessary, a third party. A formal reply will be given within 20 working days of the receipt of the Appeal.

5. **Outcomes**

5.1 An Appeal can arrive at the following possible outcomes:-

- Appeal not upheld.
- Appeal found to be worthy of further consideration, with application to be presented for reconsideration at the next meeting of the Grants Assessment Panel.
- Appeal upheld and grant (full or partial) awarded.

5.2 For the purpose of this procedure, the decision of the Grants Assessment Panel shall be final.

To obtain an Appeal Form, please contact Robin Wiles on (01782) 742493 or [robin.wiles@newcastle-staffspartnership.org.uk](mailto:robin.wiles@newcastle-staffspartnership.org.uk)