



## THE LORD'S TAVERNERS

*Giving young people, particularly those with special needs, a sporting chance*

### **Regional Guidelines for Assessing Minibus & Sports Applications**

#### **Background**

The Lord's Taverners accepts applications from schools or organisations catering for children and young adults, under the age of 25 years with either physical, mobility, sensory or learning disabilities.

All applications considered by the Foundation Committee and the relevant sub-committees do require a regional report. The visit does not need to be undertaken by the Regional Chairman but can be undertaken by a member of the regional committee or perhaps a member of the charity who may live close to the applicant.

#### **Purpose of Visit**

The purpose of the visit to the applicant applying for funding is to:

- enable the Region to build up a relationship with projects who may benefit from our funding;
- ensure that the information provided on the application form is correct and that the project fully meets our criteria of supporting youngsters under 25 years with a physical or learning disability;
- establish that the project is in real need of a grant for sporting equipment or a specially adapted minibus;
- feel confident that any funds donated will be the best use of Lord's Taverners funding.

#### **The Visit**

Although a number of the questions have been covered on the application form, it is always useful to get confirmation that the facts provided are correct.

The application form will be sent to both The Lord's Taverners and Lady Taverners regional chairman to ensure that both sides are aware that an application has been made. It is up to the Chairman to jointly decide who should undertake the visit.

We would recommend that you allow at least one hour for the visit. You should reassure the organisation that the purpose of your visit is to assist you in putting forward a recommendation to the Foundation Committee who reviews all applications.

The following points are for general guidance only, however, they will help you get a full and clear picture of the organisation:

1. Have a general discussion about the work of the organisation, how long has it been in operation, how many staff employed, number of youngsters attending.
2. Confirm general points on the application e.g. number and ages of youngsters, types of disability.
3. If the application is for a minibus ask how often the minibus will be used, how they anticipate raising their self-help donation and when they would have it in place, re-confirm the type of vehicle they require (sometimes schools tick the wrong boxes). If they have an existing minibus try to look at the condition of it as this will give you an idea of how well they maintain their vehicles.

4. If the organisation has never owned a minibus before, it is a good opportunity to remind them that they will need to have additional funding in place for insurance, maintenance and running costs of the vehicle.
5. If the application is for sporting/play equipment and forms part of a bigger project ask when they will complete the fundraising for the whole project, when do they want to install the equipment.
6. Ask the projects if they have submitted applications for funding to other funding bodies, if so, what was the outcome of these requests. Ask to see copies of correspondence where appropriate.

At the end of your visit you should explain that you will be making a full report which will be discussed by the Foundation Committee and they will be advised of the outcome directly after that meeting. Do not feel drawn into making any comments promises or commitments regarding the application.

### **The Report**

After your visit please either complete the attached form or send me an email giving as much information as possible. Your report should include:

1. A brief description of the establishment and the general state of the building;
2. Confirmation that the total number of youngsters with disabilities is correct;
3. Your impression of the project;
4. Any items that you feel need further clarification, discussion or any concerns;
5. Your overall recommendation to the Committee.

### **Key Points to remember**

It is important to ensure that a majority of those benefiting from the sporting and recreational equipment or adapted minibus are under the age of 25 years and have either a physical and/or learning disability. We do not support youngsters who are socially disadvantaged or deprived.

Although we do not support able bodied youngsters we will consider applications from projects who have an integration policy and the equipment will be used to benefit those with a disability / special need.

Even though a project fully meets our criteria we may have to reject them due to the sheer volume of applications received and the limitations on our budgets.

Do not give the impression that the decision is a matter of formality as this may lead to an embarrassing situation later.

All applications require a regional recommendation. A visit is not always necessary, particularly if we have supported the project previously and it is well known to us.

The Foundation Committee will provisionally approve applications that have not had a regional report to prevent severe delays. In these cases the outcome of their decision will not be advised to the project until a report has been received from the region.

Any delays in visiting projects can damage the reputation of the charity overall. If you or any of your committee members are unable to make a visit in a timely fashion then you should let Nicky Atkinson, Head of Foundation know as soon as possible so that we can make alternative arrangements.

It is the responsibility of the Regional Chairman to advise their Committee members on the outcome of the success of the applications following each Quarterly Foundation Meeting.