

Dos & Don'ts of a Good Grant Scheme

- ✚ Do make sure that your mission statement is clearly defined.

- ✚ Don't make any part of the grant appraisal and monitoring process unnecessarily elaborate.

- ✚ Do make sure that you have professionally trained staff or use proven expertise from outside.

- ✚ Do ensure that financial controls are clearly defined and strictly adhered to.

- ✚ Don't make your conditions of grant too onerous for the applicant.

- ✚ Do ensure that your application form is coherent and logical.

- ✚ Do ensure that you use the right promotional strategy to reach your target recipients.

- ✚ Do ensure that you have an ongoing evaluation process that will monitor outcomes and enable you to fine-tune your grant scheme.

- ✚ Do ensure that you develop new programmes to match changing conditions in your field.

- ✚ Don't make changes to your scheme and/or develop new programmes without thinking them through as carefully as the original scheme.
- ✚ Do ensure that staff are regularly updated and informed.
- ✚ Don't change policy without informing recipients.
- ✚ Don't be unrealistic in the targets set for the timing of the application process.
- ✚ Do make sure that targets are achievable, given your resource base.
- ✚ Do make sure that you have a robust and flexible database that will meet not only current requirements but also likely future requirements.
- ✚ Do make sure that promotional material is freely available.
- ✚ Do make sure that you have a clear complaints procedure.
- ✚ Do ensure that recipients know what is required of them throughout the monitoring period.
- ✚ Do put a rigid reporting system in place.
- ✚ Do consider how you will number and codify applications.
- ✚ Do ensure that you understand your legal requirements.



- ✚ Do employ the right professional help wherever needed.

- ✚ Do ensure that all your terms and conditions are thoroughly vetted by your legal team.

- ✚ Don't allow applicants to start work until the project has been approved.

The Lewis Clare Partnership specialises in the outsourcing of grants administration. We undertake work in all aspects of the grant-making process, including the initial setting up of schemes, the appraisal of projects and the monitoring and evaluation of grants. If you would like to discuss how we can help your organisation, please call +44 (0)20 8255 7353 or visit www.LewisClare.com