



Checks we carry out on your application

At the Motability Foundation we fund, support, research and innovate so that all disabled people can make the journeys they choose. To make this vision a reality, we award grants to charities and organisations who provide different types of transport, or work towards making transport accessible across the country.

To successfully make a difference, we need to support organisations with the best chance of delivering meaningful impact for disabled people. The Motability Foundation will not award a grant if we identify a serious risk that charitable funds may be mismanaged or used ineffectively.

To work out which organisations we should support, our team carry out a number of checks on applications we receive. Each funding programme is different and will have its own set of checks, however all of these are covered by our overarching Due Diligence Framework.

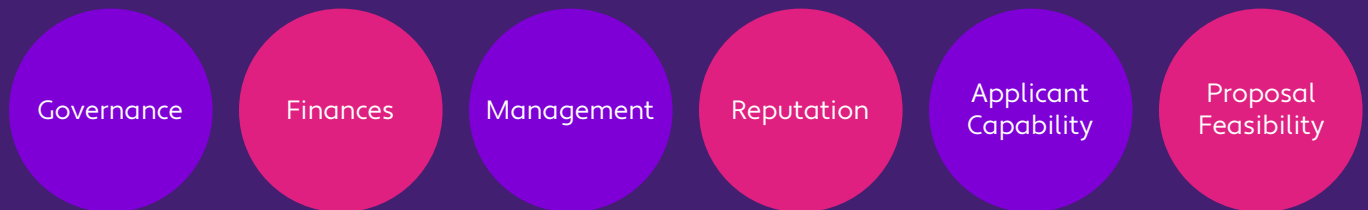
The checks we undertake become more thorough as your application progresses. At the Motability Foundation we are aware of the time and effort it takes to apply for grant-funding, and so have tried to minimise the burden of this process as much as possible.



The Framework



The checks carried out under the Due Diligence Framework will cover six key areas, as shown below.



As an example, under Governance we may review the number of Trustees your organisation has, and how long they have been in post. As part of the reputation checks we may carry out searches of press publications for mentions of your organisation, or look at social media to see what beneficiaries are saying publically.

The framework takes into account that each application is different and uses factors such as the amount of funding requested, and the size of the applicant organisation, to determine what checks should be undertaken. We will contact you if we have further questions about your organisation.



The Process



The Motability Foundation has a dedicated team that undertakes checks required by the Due Diligence Framework. Once your application is submitted, it will be assigned to a member of this team who will manage your application.

To begin with, these checks will be carried out in the background, looking at publically available information published by regulatory bodies such as the Charity Commission. As part of your application we will ask you to submit some documents you already hold, such as the latest available annual report, and your governing documents. Amongst other things, we will check these to make sure they reflect what is held by regulators, and the information you have submitted as part of the application.

Once these initial checks are complete, we will get in touch to let you know whether your application will progress beyond this first stage. For successful applicants we will then send out a Stage 2 application form and request more documentation, or even a visit to come see you in person.

It is highly likely that at some point we will want to talk to your management team, and potentially members of your Board to understand more about what you do, and how you work as an organisation. This is usually done virtually, and we will work with you to accommodate any requirements your team may have.

The findings of these checks are put before a decision-making panel who ultimately decide whether or not to award a grant. They will review your application, the outcome of our checks, and any other important information needed to make an informed decision. As always, our ultimate aim is to support work that will deliver a meaningful impact for disabled people, so this will be the panel's main area of focus.

Feedback



If anything is identified as part of our checks that gives us cause for concern, we may contact you to try and resolve them. If however our decision to not accept your application is based on the findings of these checks, then we will aim to outline our concerns when you are informed of our decision.

We receive a high number of applications each year and sadly cannot support every single one. The panel needs to make difficult decisions about which applications we can support.

We will aim to give you as much feedback as possible if you are unsuccessful, but due to limited resource cannot guarantee detailed information if your application is rejected at an early stage. If information you have provided, or information within the public domain, is the primary reason your application has been rejected, then we will not generally be able to change our decision.

If you feel that the feedback provided alongside our decision is factually incorrect, then you can ask us to reconsider. Appeals will not be accepted solely on the grounds that you disagree with our decision.

Reapplication

When thinking about reapplying, you should carefully consider the feedback we provided about why you were not successful this time. It is very unlikely that our decision will be different if you have not made any changes to your application, or your organisation. We may have only provided feedback on the areas we had most concern about, and it is your responsibility to consider your governance and management arrangements to ensure they are in line with best practice.

We ask organisations that have not been successful with their application to not reapply for a period of three months from the date of our decision. This is to provide you with an opportunity to consider our feedback, and to minimise the potential for wasted resource on all sides.

Questions

If you would like to speak to someone about your decision, please do not hesitate to get in contact with the member of the team who emailed you. They may be able to provide more information and answer any questions you have.

If you have questions about this document, please email us at:

GrantsToOrganisations@motabilityfoundation.org.uk

The best way to contact the team is via the email address above. If you would prefer a call then please message us and we can arrange a convenient time to speak.



GrantsToOrganisations @motabilityfoundation.org.uk

More information on our grants
can be found [here](#)

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[motabilityfoundation.org.uk](https://www.motabilityfoundation.org.uk)

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