

POLICY NUMBER: 8

Guideline Policy – Alliance Support Grant Review

Background:

The Alliance Support Grant (ASG) programme is designed to provide financial support to Alliance members in specific strategic areas.

ASG funds are intended to provide financial assistance for the following purposes:

- To provide financial assistance to delegates of member associations (who would not, on economic grounds, otherwise be able to do so) to travel to and attend the [Annual Alliance Meeting](#), in order for them to hear and share information, strategies and techniques about ALS/MND for the benefit of their association (**ASG for Meeting Travel**)
- To assist member associations who are working in recognised partnerships through our [Partnership Programme](#) with the fares and other expenses associated with the costs of travel, in order that they may share experiences, exchange knowledge and information and benefit from working with patients, carers, clinicians and researchers (**ASG for Partnership Travel**)

There are therefore two ASG categories: (1) Meeting Travel and (2) Partnership Travel.

Administration and Review Procedure:

The ASG is administered by the General Manager and staff.

ASG applications are freely available to members through the Alliance's website. There are two separate application forms corresponding to the two categories listed above, and members are required to apply using the correct form, including all required supplemental documents. The application forms are drafted by the Board of Directors and should be reviewed as necessary to ensure that they capture relevant and necessary information from applicants.

Staff members are responsible for collecting applications, ensuring that they are complete and sending finished applications to the appropriate Board Committee for review.

The Board of Directors is responsible for evaluating all ASG applications and making funding decisions. Applications are first reviewed by a volunteer Committee of 3-5 Board members. This Committee reads each application in detail, requests more information from the applicant if necessary and finally presents a reasonable recommendation to approve or deny the application to the full Board of Directors.

Each application must then be approved or denied by a majority vote of the Board of Directors, during its regular quarterly meetings or, if necessary due to time constraints, by circular resolution.

All ASG applications are accepted or denied at the discretion of the Board of Directors based on the criteria outlined in this policy.

Eligibility:

To be eligible to apply for an ASG, the applicant member association must be fully up-to-date with all subscriptions or any other sums due to the Alliance.

Furthermore, it must be an association which, in the absence of a support grant, would not, for economic reasons, be able to perform the activities to be supported by grant funding. All member associations must submit proof of their most recent annual income with their ASG application. The Board of Directors will reasonably determine the basis of “financial need.”

In some cases, individuals who are Associate members of the Alliance may apply for ASG funding. In these cases, financial need will be assessed by reasonable available information, at the discretion of the Board of Directors.

ASG funds must be used appropriately. Applicants should display a budget that demonstrates they intend to use funds appropriately. ASG awards for Partnership Travel and Meeting Travel may be used to cover travel expenses such as hotel, meeting registration and airfare, but should not be used to cover individual “per diem” expenses such as local taxi rides or meals.

A member association can only receive one ASG (in any category) in a given calendar year.

Deadlines:

ASG applications for Partnership Travel will be accepted year-round, on a rolling basis.

ASG applications for Meeting Travel will be accepted through a deadline set each year by the Board of Directors. (Generally, this deadline is August 15, but can fluctuate depending on the timing of that year’s Annual Alliance Meeting). This deadline is intended to give the Directors adequate time to review and award funds, and to give successful applicants adequate time to receive their funds, make travel arrangements and register for the Annual Alliance Meeting. Therefore, late applications in this category cannot be considered.

Budgetary Discretion:

The General Manager and the Honorary Treasurer will responsibly designate budgetary funds for Alliance Support Grants each year.

The amount allocated for the ASG programme will depend on the expected number of applications in a given year (using recent history as a forecast) and the Alliance's available resources, including restricted donations for this purpose.

If an ASG application is determined to be worthy, but the ASG budget has already been expended, the Directors may choose to allocate further funds to the ASG budget. They should first consult with the Honorary Treasurer to ensure the overall Alliance budget is able to accommodate this adjustment.

The standard award for the ASG for Meeting Travel is £1,000. ASG awards for Partnership Travel will be determined at the Directors' discretion, with attention to the applicant's financial need, their budgeted travel expenses and the Alliance's budget. The maximum award for any ASG is £1,500.

Guideline Policy – Considerations:

Above and beyond the eligibility requirements listed above, the Directors should consider the following criteria when determining the value of an Alliance Support Grant application in each category.

ASG for Meeting Travel

- If funds allow, all complete, eligible, worthy Meeting Travel Grants should be awarded.
- Priority will be given to those members who have never attended an Alliance Meeting.
- Priority will be given to those members with the greatest financial need.
- Priority will be given to those members who have received *no more than 3 meeting travel grants in the last 5 years*.

ASG for Partnership Travel

- If funds allow, all complete, eligible, worthy Partnership Travel Grants should be awarded.
- The partnership travel being proposed must have an aim of *organisational development*. The proposed partnership should encourage and support the development of new programmes or services, the improvement of current programmes or services or the exchange of vital organisational information.

- Members may apply for Partnership Travel funds to support their attendance at local or regional meetings, so long as those meetings encourage the exchange of information between associations and/or have a specific outcome of organisational development.
- If funds are limited, priority will be given to those who have never received ASG funding for Partnership Travel, or to those who have not received an award in the last 5 years.

Endorsed by the Board of the International Alliance of ALS/MND Associations

Signed:

Carol Birks.

Approved by the Board: 13 September 2017