



Checks we carry out on your application

Motability believe that no disabled person should be disadvantaged by lack of access to transportation. To help make this vision a reality, we want to support the fantastic work of other charities and organisations across the country.

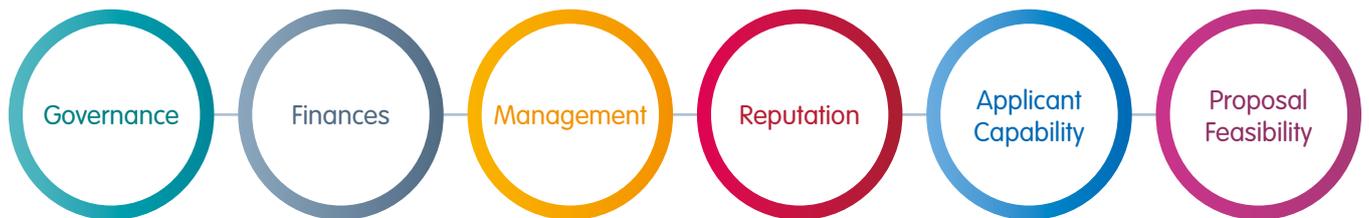
To successfully make a difference, we need to support organisations with the best chance of delivering meaningful impact for disabled people. Motability will not award a grant if we identify a serious risk that charitable funds may be mismanaged or used ineffectively.

To work out which organisations Motability 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 Motability 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. We consider these to be the “pillars” upon which the framework stands.



As an example, under the Governance pillar 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.

Explaining in more detail the checks we carry out under each pillar would understandably reduce how effective they are. The framework also 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.

The Process

Motability have a dedicated team that undertake 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 through the whole process.

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 will 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 form to collect some further information, and we may 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 may be in person, or virtually, and Motability will work with you to accommodate any requirements or limitations your team may have.

The findings of these checks are put before a decision-making committee, 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 committee'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 outline our concerns when you are informed of our decision.

In some circumstances, it may not be possible to give you specific information about concerns that arose as part of our checks. This may be because doing so would reveal something about our process which would reduce our effectiveness if it became public knowledge. We may also be unable to reveal further information as a result of data protection legislation, particularly where we have carried out checks on individuals working for, or associated with, your organisation.

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. To do so please contact the member of our team named on the decision letter. 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 identified in the letter. They may be able to provide more information and answer any questions you have.

If you have questions about this document, get in touch via the [enquiry form on our website](#).

Please do not try and contact Motability about Grants to Charities and Organisations over the phone, as you will be unable to reach the correct team without a direct dial number.



**GrantsToOrganisations
@motability.org.uk**

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

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