

Enrichment Fund Policy

Scope of Policy

This policy outlines the application of The Meath Epilepsy Charities Enrichment Fund Policy to ensure that this policy is applied fairly and transparently.

What is the Enrichment Fund?

- The Meath believes that all of our residents have an equal right to experience opportunities and experiences and have fun irrespective of their personal financial situation or that of their families or appointed representatives. The Meath Enrichment Fund has been introduced to assist individuals who may have difficulties going on holidays, trips and outings because of financial circumstances.
- The Meath Epilepsy Charity Fundraising Department will fundraise each year to provide a fund that will be ring fenced to cover the Enrichment Fund requirements.
- The fund cannot pay historic debts it is only for future funding that may be requested and agreed.

Applications

- The Meath will accept all **written** applications requesting and demonstrating a need for funding. These applications should be posted or e-mailed to the Head of Care.
- The panel will judge each application for bursary funding on its own merit so it is advised that applicants provide as much relevant information as possible on their application with back up documentation as relevant.
- It is anticipated that the majority of funding will be required for holidays but this is not exclusive.

Awards and the Enrichment Fund Panel

The fund is sustained by voluntary donations so will vary year to year. There is no set limit as to how much one resident may receive. It is down to the judgement of the Enrichment Fund panel regarding the resident's situation and funds available.

Payments of Awards

Enrichment Funding will be considered four times a year by the panel

Quarter 1 - January
Quarter 2 - April
Quarter 3 - July
Quarter 4 - October

- In exceptional circumstances a decision may be considered to grant funding outside of these times.
- Each application will be considered by an independent panel. Those on the panel will be the Meath CEO, Head of Care, Head of Fundraising, Finance Manager and a Trustee.
- A decision will be made at the meeting and the applicant advised within a couple of days of the decision.

- The Finance office will be requested to make the payment. The funds will not be transferred to the residents account or their families.
- All decisions of the panel are final and may not be appealed.

Feedback

We reserve the right to ask families to offer us feedback about the impact the Enrichment funding has made. The Meath will use this information to report back to those who have donated to the fund and help promote future donations. The information will also be used to evaluate the need and the success of The Enrichment Fund.

Communications

Information regarding The Meath Epilepsy Charity Enrichment Fund is available on the website www.meath.org.uk

Or from Peter Esterhuizen, Head of Care petere@meath.org.uk or telephone 01483 415095

Additional Information

If an application is successful the agreed funds will be used from the Enrichment Fund ring fenced monies to pay for the agreed invoice.

If for any reason a holiday or outing is cancelled and the money is no longer required by the resident it must be paid straight back into the Enrichment Fund. It cannot be kept to be used for something else.

Policy written April 2018

Policy review April 2021