

Policy On Obtaining Funds From GMFA

1. Purpose of this policy

- 1.1 To provide a clear process for volunteers to obtain funds from GMFA to implement ideas for interventions.
- 1.2 To provide a method of funding volunteer ideas which takes into account the funds set aside for non contractual interventions.
- 1.3 To provide a method of funding volunteer ideas which encourages coherent interventions.
- 1.4 To provide a method of funding volunteer ideas which takes into account the coherency of the idea.

2. Summary of policy

- 2.1 Volunteers may apply to GMFA for funds in order to conduct an intervention.
- 2.2 Volunteers have to write an ASTOR in order that the idea for an intervention is described in a way that will be understood by volunteers not involved in the conception of the idea. The Head of Programmes will assist volunteers in this.
- 2.3 The ASTOR is submitted to the Project Committee.
- 2.4 The Project Committee will approve the intervention and allocate resources if the intervention fits in with the objects of the charity, it is a coherent intervention and will cost 10% or less of the annual budget set aside for non contractual interventions.
- 2.5 If the intervention costs more than 10% of the annual budget set aside for non contractual interventions, the Board of Directors must approve the intervention.
- 2.6 The Board of Directors will be informed of all decisions made by the Project Committee.

3. Terms used in this policy

- 3.1 Interventions – Any activity whose purpose is to increase the likelihood of achieving any health promotion aim which fits into the objects of GMFA.
- 3.2 Non contractual interventions – Any interventions which GMFA funds from its own reserves.
- 3.3 Budget for non contractual interventions – An annual budget set by the Board of Directors from which non contractual interventions can be funded. The amount of money available in this fund may vary from year to year.
- 3.4 ASTOR – A form which describes an intervention.
- 3.5 Project Committee – A Project Committee is a subgroup of Directors with a remit for deciding on which interventions are eligible for funding from GMFA's reserves. The subgroup can approve any interventions which cost 10% or less of the annual non contractual intervention budget.
- 3.6 Fundraising Sub-committee – The Fundraising sub committee is a subgroup of the Board of Directors which looks for funding for interventions.
- 3.7 GMFA volunteers – Any person who contributes their time free of charge in order to help meet the objects of GMFA. This includes people within GMFA with the status of either member or volunteer.
- 3.8 Objects of the charity – What the charity is set up to do. GMFA's objects are: (a) To protect and preserve public health in particular amongst the gay male population of the United Kingdom. (b) To advance public education in the subjects affecting the health of gay men including the causes, symptoms, treatment and prevention of illness in particular through the promotion of research and the dissemination of the useful results of research.
- 3.9 Coherent – logical and consistent with a clear health gain.
- 3.10 Efficient – A maximum of health gain with a minimum amount of resources.

4. Process for obtaining funding for an intervention

- 4.1 All GMFA volunteers may apply for funding for an intervention.
- 4.2 Volunteers may apply for funding during any period of the financial year.
- 4.3 At least 4 volunteers must support and be prepared to develop an intervention.
- 4.4 This group of volunteers must develop an ASTOR for their idea (see 5. Developing an ASTOR).
- 4.5 The ASTOR is sent to the Project Committee and the Fundraising Subcommittee via the Head of Programmes. The Fundraising Subcommittee will attempt to raise funds for the intervention from external agencies.
- 4.6 If the ASTOR does not describe an intervention that's aim fits within the objects of the charity, the intervention will not be funded.
- 4.7 The Project Committee will be given a budget for non contractual interventions at the beginning of the financial year. This budget will be set by the Board of Directors.
- 4.8 The ASTOR will be used by the Project Committee to assess whether or not it believes the intervention should be funded by GMFA (see 7. Criteria for funding an intervention).
- 4.9 The intervention will be funded if the intervention is coherent and efficient, costs 10% or less than the annual budget for non contractual interventions and there is enough money remaining in the non contractual interventions budget. The Project Committee will inform the volunteers that the intervention can progress via the Head of Programmes, ask the Finance Officer to set up a budget for the intervention in GMFA's finance system and inform the Board of Directors that an intervention has been funded.
- 4.10 If the ASTOR does not describe the intervention in enough detail for the Project Committee to understand, or the ASTOR is not coherent, the Project Committee will not fund the intervention. The volunteers will be contacted via the Head of Programmes and given the reasons for the intervention being rejected. The Board of Directors will be informed of the decision.
- 4.11 Volunteers may change and resubmit an ASTOR if it was rejected because it was not coherent and efficient.
- 4.12 If the intervention is coherent and efficient and costs more than 10% of the annual budget for non contractual interventions, then the intervention will be taken to the Board of Directors. If the Board of Directors approve the intervention, volunteers will be informed via the Head of Programmes and a budget will be set up by the Finance and Office Manager.

5. Developing an ASTOR

- 5.1 Volunteers may develop an ASTOR by themselves, however the Board recommends that ASTORs are produced with assistance from the Head of Programmes. The role of the Head of Programmes is to give advice to the volunteers in order that the ASTOR produced will be as coherent as possible, and the planned intervention has the potential to meet it's stated aim. Volunteers are free to either accept or reject the advice of the Head of Programmes.
- 5.2 An ASTOR must contain the following:
 - 5.2.1 **Aims** and intended outcomes of the intervention. This should describe exactly in what way will the people who receive the intervention be different after the intervention has occurred. It should also explain the thing which the intervention will change.
 - 5.2.2 **Setting** of the intervention. This should explain where the intervention will take place, and if possible, how many people will come into contact with the intervention. It may be necessary to explain how people will encounter the intervention.
 - 5.2.3 **Target** group of the intervention. This should carefully state who the intervention is trying to influence or change.
 - 5.2.4 **Objectives** and methods. This should describe what the intervention will consist of – exactly what is it that is the group want to do.
 - 5.2.5 **Resources**. This should contain the amount of money needed to do the intervention, the number of volunteers needed to do the intervention, any staff required and the amount of time required from staff. If there is no staff time available from the existing staff pool, the budget must contain money for hiring a new Project Manager. The Head of Programmes must also indicate a probable date that a Project Manager will be able to begin working on the intervention.
 - 5.2.6 **Rationale** for the intervention. This should contain appropriate research (if available) and the logic behind how meeting the objectives of the intervention will achieve the aims of the intervention. The rationale may also need to contain how the method being used will achieve the aim of the intervention.
 - 5.2.7 **Volunteers** who want to develop the intervention. This should contain a list of the volunteers who support the idea **and** are willing to develop the intervention if it is funded.

6. The Project Committee

- 6.1 The Project Committee is a sub-group of the Board of Directors.
- 6.2 The members of the Project Committee are appointed and deselected by the Board of Directors.
- 6.3 The Project Committee will consist of a minimum of four members and a maximum of six members. One member will act as chair of the committee.
- 6.4 Members of the Project Committee may be chosen from any part of GMFA but are not sitting on the committee to represent any constituency of GMFA. One member of the Board will act as the Chair of the Committee.
- 6.5 The Chief Executive will be one of the members of the Project Committee.
- 6.6 Members of the Project Committee must have a good understanding of 'Making It Count' and are obliged to read and understand the findings of the annual Gay Men's Sex Survey. The Board of Directors also have the right to insist that the members of the Project Committee read and understand any other document chosen by the Board of Directors.
- 6.7 The members of the Project Committee will organise themselves in such a way as to facilitate decisions within twenty-eight days of receiving an ASTOR.
- 6.8 A member of the Project Committee will not be eligible to vote on the intervention if s/he has helped develop the intervention.
- 6.9 The quorum for a decision is four people.

7. Criteria for funding an intervention

- 7.1 An intervention will be considered coherent if it's aim fits in with the objects of GMFA and all the elements of the ASTOR fit together to form a logical and consistent intervention description.
- 7.2 An intervention will not be funded if two or more members of the Project Committee eligible to vote on the intervention believes that the ASTOR is not coherent.

8. Appeals

- 8.1 If an idea for an intervention has been rejected twice by the Project Committee, volunteers may appeal to the Board of Directors.
- 8.2 The appeal must be based on the feedback given by the Project Committee. This should include a response to the feedback given each time the proposal was rejected.

9. Dissemination of policy

- 9.1 This policy will go to all volunteers and staff

10. Review

- 10.1 This policy will be reviewed after a year and then every four years.
- 10.2 This policy was passed on 11/04/02.
- 10.3 This policy was updated on 10/04/03.
- 10.4 This policy was reviewed on 11/12/03.