

Paul Mellon Centre for Studies in British Art History

Due Diligence Policy: Grants & Fellowships

As an educational charity, the Paul Mellon Centre (PMC) has a legal requirement to use our funds and assets only in furtherance of the charity's purposes and avoid undertaking activities that might place the charity's funds, assets or reputation at undue risk. To meet our legal duty to protect charity assets with the necessary care and properly to assess risk, we carry out appropriate due diligence on those individuals and organisations to which the charity gives money or works with closely.

Grant making

As a grant-giving body the PMC will take reasonable and appropriate steps to ensure we know who our beneficiaries are and undertake checks to ensure that it is appropriate for the charity to provide assistance to them, both in terms of them meeting any eligibility criteria and to ensure that the charity's assistance is used as intended. The application process is designed to establish that we have sufficient information both to assess the merits of an application properly and (in what is inevitably a competitive process) align our grants in any funding round to the applicants that are likely to best fulfil the Centre's purposes, both for their own benefit and for the benefit of the wider public.

Our selection criteria and processes are published online, in our Grant Making Policy and in the guidance notes and FAQs relating to individual schemes.

Eligibility

We publish details of eligibility criteria for all funding schemes online.

All applications are initially checked by the Grants & Fellowships Manager to ensure they meet the required funding rubric. If an application does not appear to meet the eligibility criteria for the funding scheme, then in consultation with the Head of Grants, Fellowships and Networks, and, as appropriate, the Director, the applicant will be informed promptly and the application withdrawn.

Any suspicious situations, including those in which the identity of the applicant or the legitimacy of the project may be in question, will be referred to the Director and may be reported to the Board of Governors.

The Grants & Fellowships Manager is available to discuss eligibility criteria at any point during the application process.

Details of Applicants

All *individual applicants* are required to provide their full name, institutional affiliation (where applicable), postal address and contact details.

For studentships (i.e. the MA/MPhil and PhD supported programmes) the Centre requires that the applicant has either applied to an institution or has a place confirmed on the chosen course of study and that they have home fee status (i.e. they are UK citizens and therefore pay resident tuition fees).

All *institutional applicants* are required to provide the name and address of the institution, and the contact details of named individuals as the project lead or contact.

Successful applicants are required to sign off on the Terms and Conditions provided by the PMC and to provide bank details for payment (see below).

Where any of these details are not provided or where there is any suspicion that they may not be accurate, the Grants & Fellowships Manager will report to the Head of Grants, Fellowships and Networks and communicate directly with the applicant to resolve the situation.

References

All Fellowship applications, Curatorial Research Grant, Collaborative Project Grant, Conservation Research Project Grant, and Digital Project Grant applications require the details of two referees. All other grant categories require one referee. The Event Support Grant does not require any referee, although applicants must provide full details of the organising body and venue for the event.

For *individual applicants* referees should have first-hand knowledge of the applicant's research and career and the subject area for which funding is being sought. Referees should not be a close relative or in a relationship with the applicant.

For *institutional applicants* referees are expected to have specialist knowledge of the topic and subject matter and/or have first-hand knowledge of the nominated researcher. We do not accept references from individuals who are directly involved in the project or individuals who are affiliated with the institution (employee, trustee etc.) unless it is a large institution, such as a university, and the individual is not personally associated with the project.

The applicant nominates the referees and provides contact details, but the referees enter their comments directly onto the Good Grants system or, if necessary, sends them to the Grants & Fellowships Manager so that they can upload them on their behalf.

The Grants & Fellowship Manager monitors references for eligibility and to ensure that the number required (one or two dependant on the programme of funding) have been submitted, and, in consultation the Head of Grants, Fellowships and Networks and, as appropriate, the Director, will communicate directly with applicants and referees if necessary.

References are shared with and reviewed carefully by the Advisory Council and used in their assessment of the applications.

Payment of Grants

The following grants are paid directly to the institution, rather than an individual:

- Collaborative Project Grants
- Curatorial Research Grants
- Conservation Research Project Grant
- Digital Project Grants
- Publication Grants (Publisher costs)
- Event Support Grants
- MA/MPhil Studentship
- Doctoral Scholarship

The above grant payments are always paid into the main bank account of the institution, the details of which are provided through the application process.

The following grants are paid directly to individuals:

- Andrew Wyld Research Support Grants
- Publication Grants (Author costs)
- Senior Fellowships
- Mid-Career Fellowships
- Postdoctoral Fellowships
- Junior Fellowships
- Rome Fellowships
- Archives & Library Fellowships
- Early Career Fellowships
- Research Support Grants

The above grant payments are paid directly into the bank account of the individuals, and it is required that the bank account is in the name of the applicant, as provided in the application process.

Successful applicants are provided with an offer letter and Terms and Conditions, which outline the expectations and requirements of the grant programme and the grant holder.

All applicants must log on to the Good Grants system and sign off on the terms of the Terms and Conditions document.

If the details of the payee appear in any way inconsistent with the details provided in the original application, the Grants & Fellowships Manager will report to the Head of Grants, Fellowships and Networks and, if appropriate, the Director, and communicate directly with the applicant to resolve the situation.

Grant Awardees and PMC Values

As set out in the Terms and Conditions issued to awardees, all individuals and institutions awarded grants by the PMC are expected to conduct their funded activities in line with PMC's published equality, diversity and inclusion (EDI) commitments, ([Equality, Diversity and Inclusion Policy](#)) underpinned by our legal obligations as a UK-registered charity. For activities organised with the support of our Events Grants and for any other events (seminars, conferences, workshops) supported as part of other awards, the organisers are also expected to apply the principles set out in the PMC's published Code of Conduct for Visitors.

Reporting

Grant holders are required to report at the end of their project, along defined lines set out in the Terms and Conditions. For larger grants (Collaborative Project Grants, Curatorial Research Grants, Conservation Research Project Grant, Digital Project Grants) a full report on budget spend is required. Any underspend must be returned to the PMC.

Reports are reviewed by the Head of Grants, Fellowships and Networks and by the Director, and are shared with the Advisory Council. Any suspicious situations, including those involving misreporting

or inappropriate use of funds, will be reviewed by the Director, and may be reported to the Board of Governors, to determine the proper response. Any unspent funds will need to be reported to the Grants & Fellowships Manager and may need to be returned to the PMC and allocated towards future Grants and Fellowship funding rounds.