



The Players Foundation
Company Number: 08352024
Charity Number: 1150458
Appeal Process

What an appeal is–Appealing a Players Foundation Decision

From time to time a beneficiary may feel that the decision they have received from us, is not correct. This process is here to enable you to ask for that decision to be reviewed afresh.

An appeal is used to review whether a decision that's been made should be overturned or changed.

If you appeal, we will look at your case again to see if:

- the procedure was followed in a fair way
- the outcome was fair and appropriate.

You must raise your appeal in writing to us, within 14 days of our decision at the following address

Email - applications@theplayersfoundation.org

Or postal applications to:

**TPF
PO Box 235
DENTON
M34 0EB**

Outline in a letter or email the following:

- why you think your outcome was wrong or unfair – for example, if you felt we did not consider enough evidence
- what you would like to happen next – for example, you could ask us to investigate or look at any new or further evidence you have found

Initially your appeal will be reconsidered by our Grant Manager. If our decision is to remain unchanged you are entitled to ask for your appeal to be considered by a person who has not dealt with your case to date. You should do this within 14 days of receiving our Grant Managers reviewed decision.

It important that you are clear about why you wish to appeal. If the Clerk to the Trustees has not been involved in the decision in your case, then he will receive and review your appeal, and then agree with you in writing exactly what your appeal is about. This is the terms of reference for your appeal. If the Clerk has been involved in the decision-making process, then a trustee will take his place and carry out these steps before reviewing our decision. If in exceptional circumstances there is no person who has not been involved in your case, then the trustees will look to appoint an outside person to consider your case.

The second review will be our final decision, there is no further right of appeal.



You will receive from us a full written explanation as to why the decision has been made in your case, and this will conclude the matter.

In all cases we shall seek to conclude the matter within 28 days of your appeal receipt. If this is not possible you will be advised.

Approved at the Trustee Board meeting Date: 29 October 2024

Next review date 29 October 2026