

Large Grant Application Guide for Charities

This guide is designed to help you with completing the application form. We appreciate that it takes a lot of time to fill out applications for funding and we hope that this guide may help you complete the form with the information we need to assess your application.

Before you start, we recommend that you to read this guide so that you have an idea of what we are looking for in your application.

Some Top Tips!

- Try writing out the application in Word and then copying and pasting into the application form, this will make it easier to edit if you need to.
- Even if you have applied to us before, please write your application as if it's for a new audience.
- Keep it simple and include the key points, avoiding jargon, and please explain acronyms the first time you use them.
- Ensure that your figures add up – check and triple check.
- You don't have to use all of the word count and avoid repetition. Remember, we read lots of applications and it really helps us if you are concise. Similarly, please think about the formatting so it's not just one long paragraph.
- Ask someone who doesn't know your organisation to read your application – does it make sense? Can they get a picture of what your organisation does? Can they identify the key points?
- Please ensure that you have your latest published charity accounts to upload and ensure that they are signed – this will reduce any delays.
- Please complete the application form in full and don't rely on supporting documents. You can upload up to four documents to support your application including: your most recent signed and published accounts, a project budget, safeguarding policy and the other can be an evaluation report, impact report, annual report and case studies.

About your Charity

- 1. When was your charity established?** E.g. 1980
- 2. Please provide a brief description of your charity and its work** (Max. 700 characters, approx. 100 words)
Please summarise what your organisation does, where you work, who you help and why. This helps to put your work into context.
 - Include services provided by the entire organisation
 - Who you assist – who your beneficiaries are
 - The locality that your organisation operates in or whether it operates nationwide
- 3. How many staff and volunteers does the charity have across all the locations it is based?**

Charity Financial Information

4. Which Financial year are you reporting on?

Please ensure uploaded accounts match this submission and are published on the Charity Commission.

5. Please enter the most recent financial information

- We are aware that the information we have asked for on the form may not necessarily match how your charity's accounts are prepared, but please use our guide here: <https://mcf.org.uk/get-support/grants-to-charities/application-resources/financial-information-guidelines/>
- We require you to complete the form as it is laid out for the most recent and previous year.
- The financial information submitted on the form must match the accounts attached in support of the application, e.g. the totals of your income, expenditure and reserves must match your published accounts. This will avoid any delays.
- It might be helpful to ask for advice from your organisation's finance department or accountant in order that this section of the application form is completed correctly

6. What is the charity's reserves policy?

- This is normally found in the organisation's accounts trustee report under 'Reserves Policy' and is usually a set number of months' expenditure.
- If the current reserves are under or over your charity's policy level, please explain why.

About your Project

7. What is the title of your project?

8. Please describe your overall project and the issue/s your organisation is trying to address (Max. 2,100 characters, approx. 300 words)

Please give a brief summary of your project.

9. Who is the project intended to support and why is it needed? (Max. 2,100 characters, approx. 300 words)

Please include, using evidence where possible:

- Demographic information, e.g. age range, gender etc.
- Information about the issues and needs of the primary beneficiaries
- How you are specifically targeting these individuals or how you identify them for the project/service
- What the referral pathways are
- If there are secondary beneficiaries, include their demographics and how they benefit from the project

10. Please describe how you will deliver the project? Please include any charges for services/activities you plan to provide. (Max. 2,100 characters, approx. 300 words)

- What the delivery of the project involves – e.g. counselling sessions, mentoring sessions, befriending, activity clubs etc.
- What happens at each session/appointment – include activities, tasks, materials and resources used.
- How often and how long are the sessions/appointments etc.
- Who is responsible for delivery – e.g. Coordinator, Manager, Therapists, Play Workers, Youth Workers, Befrienders, including any volunteers
- Please include and training, supervision etc. that project staff/volunteers may need and how volunteers are recruited and vetted
- Are there any charges for the project or membership fees – are there any waivers for those unable to afford fees?
- Is the project accessible to the beneficiaries? If necessary, will provision be made for getting them there, e.g. transport, building accessibility etc.?

11. Please tell us how many unique primary beneficiaries will be supported by the project?

A primary beneficiary is someone who directly benefits from the project as it is aim at supporting them.

We would like to know how many individuals the whole project supports, not only the number of sessions attended or hours of support.

12. Please tell us how many secondary beneficiaries will be supported by the project?

A secondary beneficiary is someone who indirectly benefits from the support provided to the primary (main) beneficiary. E.g. when a child (primary beneficiary) is being supported with their mental health, the family is the secondary beneficiary as they will also be positively impacted by the intervention.

13. Please explain how these figures have been calculated.

Due to the number of different ways organisations record user numbers, it is helpful to understand how you reach the figures provided.

14. How many full time staff will be involved in the project?

15. How many part time staff will be involved in the project?

16. How many volunteers will be involved in the project?

17. Please tell us why you are best placed to deliver the project? (Max. 2,100 characters, approx. 300 words)

Please include any collaboration with other organisations, delivery partners, evidence and experience to support this.

18. How will MCF funding be used? (Max. 2,100 characters, approx. 300 words)

For example, if it is to fund a salary, please include a job description for the relevant role, or if it is for a project clearly state what part of the project the funding will be used for; whether it is materials, resources, rent, hire of a venue, refreshments etc.

Project Financial Information

19. How many years are you applying for and what is the amount of funding per year for the grant?

Ensure that the amounts total up correctly and correspond with your budget.

20. Please provide a detailed budget breakdown for the whole project and/or role
(Max. 2,100 characters, approx. 300 words)

Please provide a detailed budget breakdown for the **whole** project and/or role.

Please try to highlight clearly what the MCF funding is for

You may submit your budget as an excel attachment, but please use this space to add some narrative

21. If you are applying for part funding, please give details of other funders you have approached or intend to approach. (Max 1,400 characters; approximately 200 words)

- Ensure you list the funders and the amounts you have requested
- Please indicate whether these have been successful, pending or you still need to apply

22. If the grant will help to launch a new service, please enter the anticipated start date.

Please note:

- The date must not be before the outcome date given to you in your invitation email
- The MCF does not provide retrospective funding

23. How will the project be funded after the proposed grant period? (Max 1,400 characters; approximately 200 words)

Please detail any plans you have for after the grant has ended, include whether

- You intend to apply for further grants from other foundations/trusts
- Project becomes self-sustaining – if so, how
- Project is to end after the funding comes to an end
- You intend to apply to statutory sources for funding

Impact Measurement and Risks

If you would like to see examples of our monitoring forms, go to the Resources section on our website.

24. Please list the main outputs (e.g. services and activities) including numbers, that you want to deliver and how you plan to measure them? (Max 2,100 characters, approx. 300 words)

Outputs are the activities and services that you deliver that help achieve the desired outcomes. Please detail as relevant to your project:

- The number of participants in the project
- The number of volunteers engaged
- The number of sessions delivered, etc.

25. What are the desired medium term outcomes for the project? (Max 2,100 characters, approx. 300 words)

Outcomes are the resulting benefits for the beneficiaries

- Please describe what changes and benefits the project will deliver for beneficiaries
- How will you measure these changes and benefits? Please explain any measuring tools for the project you will be using – i.e. Edinburgh Wellbeing Scale, Surveys, Questionnaires, Bespoke measuring mechanisms
- How often do you measure the impact of the project?

26. What are the desired long term outcomes for the project? (Max 2,100 characters, approx. 300 words)

Please detail:

- What are the long-term changes and how will you know that these will happen – i.e. through research, evaluation, previous experience etc.
- What do you hope the lasting impact of the project will be?

27. Please tell us how you involve service users in the charity's development and delivery of support? (Max 2,100 characters, approx. 300 words)

- Do you have focus groups or forums that service users are part of?
- Are any service users part of the trustee board?
- Do you seek feedback and advice from service users regarding the services you develop?
- If this is not applicable, please explain why.

28. What are the risks associated with the project and how do you intend to manage them? (Max 2,100 characters, approx. 300 words)

- List the risks identified and any mitigations to guard against them. For example safeguarding, funding, staffing etc.
- If it is for a position, does it need to be advertised or has someone been identified?
- Recruitment of volunteers and/or participants – how this will be carried out, will training be provided?

29. Please confirm that your charity has an up to date safeguarding policy.

You will be asked to upload a copy when you submit your application.

Publicity of the Grant

30. The MCF is funded entirely by freemasons, their families and friends. Charities receiving a grant are asked to publicly recognise our grant and our donors. Please summarise how you could work with our communications team to publicise the grant and our donors. (Max. 700 characters - approximately 100 words)

Please consider:

- How you can work with the MCF Press Team to gain media coverage.
- Inviting local Freemasons to visit the project and meet staff, volunteers and if appropriate, beneficiaries.
- Arrange or help to facilitate relevant photography during such visits or other events.
- Promote our grant through your own communications activities, such as social media, annual reports, and newsletters.
- How you could use the MCF and/local Freemasons logo where relevant and any naming opportunities.
- Any other means of publicising the grant.
- If there are limitations to the publicity opportunities, please provide details.

Additional Information

31. Is there anything further you'd like to add to your application? (Max 2,100 characters, approx. 300 words)

This is an opportunity for you to give us further information you feel would help with your application, e.g. how the charity has been impacted by COVID-19.

32. Have you previously received funding from a Masonic organisation? (Max. 700 characters, approx. 100 words)

Please note this will not impact on your application in any way.

Please tell us about any donations from Provincial Masonic charities and local Lodge donations. We are particularly interested in any donations received in the last year.

Please include the name of the donor organisation and the amount.

Attachments

To support your application, please upload up to a maximum of five supporting documents.

Please note that the maximum file size in total for all of your supporting documents is 25MB.

These are:

- Published annual accounts*
- Budget breakdown*
- Latest safeguarding policy*
- Job description (if applicable)
- Other supporting document such as evidence of a pilot project, annual report or executive summary, evaluation of the project or impact report or case studies