![Masonic Charitable Foundation logo]

Small Grant Application Preview Questions

Please note this document is for reference only and is NOT a valid application form. Any submissions made using this document will not be accepted. All applications should be made using the online application process found at https://mcf.org.uk/get-support/grants-to-charities/

Before you apply, please read through the Eligibility Guidelines, Small Grant Guidelines and FAQs on our website.

About your Charity:

1. When was your charity established? E.g. 1985

2. Please tell us what your charity does and who it supports? (Max. 700 characters, approx. 100 words).

3. Where in England and/or Wales does your charity work?

4. How many staff and volunteers does the charity have across all the locations it is based?
   a. Full Time Staff:
   b. Part Time Staff:
   c. Volunteers:

Financial Information:

5. Please extract the following financial information from the charity's latest published audited/independently examined accounts. Please ensure that these match the accounts submitted in support of the application. You will need to enter the information from the latest and previous year's accounts.

   a. **Income**
      i. Voluntary and fundraising income
      ii. Statutory income
      iii. Lottery income
      iv. Membership subscriptions
      v. Sales and fees
      vi. Investments
      vii. Other (please explain income source)

   b. **Expenditure:**
      i. Charitable purposes
      ii. Fundraising/marketing

       iii.   Management/administration

   c. **Reserves:**

       i.   Restricted reserves

       ii.   Unrestricted reserves

       iii.   Fixed assets

       iv.   Designated reserves

   d. What is the charity's reserves policy? If the current reserves level is over or under the charity's policy level, please explain why.

About the grant:

6. What is the value of the grant you wish to apply for and over how many years?
7. Please tell us about the needs of your beneficiaries. (Max. 1050 characters, approx. 150 words)
8. Please tell us about the services and/or activities you provide. Please include pre-COVID-19 services as well as what you currently offer. (Max. 1400 characters, approx. 200 words)
9. Who much does it cost you to run the services you provide and do you charge for any of these? If so, please detail. (Max. 1050 characters, approx. 150 words)
10. Please tell us how many unique primary beneficiaries your organisation directly helps each year?
11. Please tell us how many secondary beneficiaries your organisation helps each year?
12. Please explain how these figures have been calculated (Max. 700 characters, approx. 100 words)
13. Please tell us about the impact your charity makes and how do you measure this? (Max. 700 characters, approx.100 words)
14. How will this grant help you to better deliver your services? (Max. 700 characters, approx. 100 words
15. What outcome are you working towards through this grant?
    a. Maintaining core services integral to the charity's function
    b. Increasing the efficiency of the organisation
    c. Other – please detail
16. Please confirm that they charity has an up to date safeguarding policy
17. Please confirm that the charity has obtained appropriate disclosure and barring checks/approval for all staff and volunteers who are working with children, young people or vulnerable adults.

Publicity

18. 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, approx. 100 words)

Additional Information

19. Have you previously received funding from a Masonic organisation in the past? Please detail (Max. 700 characters, approx. 100 words).
20. Is there anything further you would like to add to your application? (Max. 700 characters, approx. 100 words)

In addition, you will also need your latest published charity accounts to upload and your most up to date safeguarding policy. You can also upload up to two further documents to support your application, for example outcomes of a successful pilot or evidence of the success of an existing/previous programme.

If you have any questions, please visit our FAQs https://mcf.org.uk/get-support/grants-to-charities/faqs/ or call the Charity Grants team on 020 3146 3337.

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