

## MCF Charity Grants – Small Grants Monitoring Guidance

Charities awarded a grant under the Small Grants programme are required to submit an annual report. Grant recipients will know which month their reports are due by referring to the grant agreement, and a unique link will be emailed to you around 4 weeks prior to the report due date. Please do not use any links provided from previous years.

### Before you start

When completing your report please refer back to your MCF application and any previous MCF monitoring forms, copies of which will have emailed to you upon submission. We advise that you draft and save your responses in a Word Document before entering them into the form.

In line with GDPR, please do not share confidential information that may be used to identify specific individuals without their consent to share. The information you provide here will be handled in accordance with our [privacy policy](#).

Some questions have minimum and/or maximum word counts, these will be displayed below the answer boxes as you type.

If you require further assistance please contact [charitygrants@mcf.org.uk](mailto:charitygrants@mcf.org.uk) or call 0203 146 3337.

### Charity details

This page should be pre-filled with your charity name and number. If it is not then there may be an error with your unique link and you should contact us before completing.

Q) Have there been, or are there any planned, material changes to the charity?

*If so, please describe them here and explain any expected impact on the charity's services, beneficiaries, financial health or any other pertinent information*

Q) Are there any concerns about the financial sustainability of the charity for the year ahead?

*If so, please provide a summary of any issues and actions being taken.*

### **Impact of funding**

Q) Please select which statement(s) best describe the outcomes for your **charity** this year, as a result of the MCF Small Grant (select up to 3 options).

- Charity has improved systems and efficiencies
- Charity has maintained its core services
- Charity has expanded services for beneficiaries
- Charity has leveraged additional funding
- Charity is able to support more people
- Charity has retained staff and volunteers
- Charity is more financially secure
- Charity has avoided closure or restructure
- Other (please specify)

Q) Please expand on how the MCF Small Grant has impacted on your **charity** this year? (Max 300 words).

Q) Please select which statement(s) best describe the outcomes your beneficiaries have experienced this year as a result of the charity's support (select up to 3 options).

*You will be presented with a list of outcome options from the MCF's Charity Grants [Theory of Change](#), and the list will differ depending on which of the MCF's target group your application fell under.*

Q) Please can you tell us more about the difference the charity's support has made to **beneficiaries** this year? (Max 300 words).

*If you have any evidence in support of the impact of the charity this year, for example results from surveys or measurement tools, please tell us about it here.*

Q) How many unique beneficiaries has your charity directly supported in the last year?

Q) Please explain this figure and how it has been calculated. (Max 100 words).

*How do you measure attendance / engagement? Have you supported significantly more or less people than previous years?*

Q) To the best of your knowledge, what percentage of your charity's beneficiaries fall within the following target groups:

*This question will appear for charities awarded a grant under the current MCF priority target groups below. If your grant was awarded under the prior target groups of either Creating the Best Start in Life for Children and Young People or Reducing Isolation in Later Life, you do not have to answer this question.*

- Early years (ages 0-5)
- Children and young people affected by domestic abuse (ages 18 and under)
- Children and young people with special educational needs and disabilities (ages 25 and under)
- People living with dementia

Q) What have been the main challenges faced by the charity this year? (Max 300 words).

*For example staffing, demand, funding, unexpected events. Will these have any impact on the charity's ability to deliver services next year?*

Q) What have you learned from these challenges? (Max 300 words).

*Will you do anything differently next year or in future as a result of experiences this year?*

## **Outcomes**

Q) Please rank the beneficiary outcomes you selected on the previous page, with 1 being the most relevant to your charity.

## **Final Report**

This page will only be shown to charities reporting after the final instalment of the grant.

Q) Looking back at the entire length of the MCF Small Grant, please briefly summarise the main impact of the grant on your charity.

*We are particularly interested in hearing how multi-year and unrestricted funding may have been beneficial to you, and if any links with local freemasons have been developed.*

Q) Has the charity's relationship with local Freemasons developed over the course of the MCF grant period?

- Our relationship with local Freemasons has strengthened
- Our relationship with local Freemasons has not changed
- Our relationship with local Freemasons has weakened

Q) Has the charity's experience with the MCF Charity Grants programme affected your perception of Freemasonry?

- We have a more positive impression of Freemasonry
- Our impression has not changed
- We have a more negative impression of Freemasonry

### **Additional Information and Declaration**

Q) If there is anything else you would like to tell us about your charity or the grant? (Max 200 words).

*You could use this space to tell us about any particular events or achievements, or provide any feedback to us at the MCF.*

Q) Do you have any supporting files you would like to attach? These could be case studies, impact reports, examples of publicity for the project or grant (max 10MB per file).

Q) If this is not your final monitoring report you will be asked to confirm the charity's bank details, and if they have changed provide new information alongside a document acting as proof of account, for example, a copy of a bank statement (can be redacted), or paying in slip.

Q) I declare the information provided on this form is an accurate account of how the MCF grant was used.

Finally, you will then be asked to provide your name, job title, email address, and contact number. Click the Submit button to finish.

**After submission**

A copy of your completed form will be emailed to the address you provided. Please keep this safe for reference. A member of the charity grants team will then be in touch to confirm next steps and any instalment release, or may follow up for additional information.