

MCF Large Grants Full Application

These guidelines are intended to enable charities to preview our full application form and prepare an application. Charities must be invited to submit a full application after first submitting an expression of interest.

Before You Start

Please read before starting your application

Please refer back to the email inviting you to apply and contact us if the amount you intend to apply for or the focus of the project has changed in any way since your virtual meeting, before submitting this written application.

Guidance for each question is included in this application form, however you can also preview the questions and guidance on our [application resources page](#). As we are unable to retrieve any lost or unsaved information or links, we advise that you draft and save your responses to the application questions in a Word Document before entering them into the form.

At the end of this application you will be asked to upload a project budget [using this template](#).

Please note that each charity is given a custom link to fill in their application. If on the next page you **do not** see your charity details, they are incorrect, or you have any technical issues with the form then please contact us before filling in and submitting this online form - charitygrants@mcf.org.uk or 0203 146 3337.

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](#).

Page 1 - Charity Details

- **Charity name**
 - **Charity number**
 - **What year was the charity established?**
 - **Please provide a brief overview of the charity's purpose and the people / communities you support. *Max 100 words***
 - **Have there been any recent material changes to the charity, or any being considered / planned?**
 - *If so, please describe them here and explain any expected impact on the charity's services, beneficiaries, financial health or any other pertinent information.*
-

Page 2 - Financial information

Please use figures from your latest PUBLISHED accounts to complete this section.

The accounts should be available to download from the Charity Commission website, and should contain the information needed for you to complete this section, or it may be helpful for you to ask for assistance from your charity's finance staff or accountant. If you are in the process of publishing new accounts, please still use the latest published accounts to fill in this application, and let us know when you expect the new accounts to be available.

Please note that any unpublished account information will not be assessed and your application will be considered incomplete.

- **Which financial year are you reporting on?**
- **Annual Income (£)**
 - Donations and legacies (*excluding Lottery & Statutory sources*)
 - Charitable activities (*excluding Lottery & Statutory sources*)
 - Statutory (*e.g. local authority, NHS, PCC*)
 - Lottery (*e.g. National, Postcode, Health Lottery*)
 - Other trading income
 - Investments

- Other

Please ensure the total sum matches the total annual income (including any investment gains/losses) from the latest published accounts. The Charity Commission have a [glossary of terms](#) to help categorise income if you are unsure.

- **If you entered a value in 'Other' income, please describe the source(s) here**
- **Please provide a brief summary of the charity's main sources of income, and whether there are likely to be any significant changes or risks in the foreseeable future.**
 - *For example, does the charity hold any significant contracts, when do they end, and are they likely to be renewed or replaced?*

- **Annual Expenditure**
 - Charitable Activities (excluding Support Costs)
 - Support Costs
 - Raising Funds

Please ensure the total sum matches the total annual expenditure (including any investment gains/losses) from the latest published accounts.

- **Reserves**
 - Fixed Assets
 - Restricted Current Assets
 - Designated Current Assets
 - Unrestricted Current Assets

Please ensure the total sum matches the total funds from the balance sheet in the latest published accounts.

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

Page 3 - About Your Project

- **What is the title of your project?**
- **Please write a very short executive summary of the project, covering the beneficiaries, intervention and intended outcome. (Max 60 words)**
 - *This will be used to concisely summarise the purpose of the MCF grant in marketing and communications should your application be successful.*
- **Project / funding dates**
 - Start Date
 - End Date
- **Where in England, Wales, Isle of Man or Channel Islands will the project take place?**
 - *Describe in your own words the geographical focus or catchment area(s) of delivery, e.g. towns, local authorities, counties.*
- **Is this project a new or existing service?**
 - *New service*
 - *Existing service*
- **Tell us about the project's beneficiaries and the need(s) the project aims to address. (Max 300 words)**
 - *Describe the project's beneficiaries and the specific challenges they face. Include any relevant demographic information, e.g. age range, and any supporting evidence to illustrate the issue(s) you're addressing, e.g. Index of Multiple Deprivation, government data, sector research, or you may have gathered your own information from beneficiaries. If relevant mention any secondary beneficiaries of direct support.*
- **Describe how the charity will practically deliver the project. (Max 300 words)**
 - *Please explain the specific activities / intervention and how it will work practically. How often and for how long will support be provided? What facilities / resources will you use? Who is involved in delivering and managing the project and what are their responsibilities?*

- **Describe how the charity will target and engage beneficiaries. (Max 300 words)**
 - *How will you ensure those most in need are engaged? Tell us about any referral pathways. Is there demand for this service? In addition, tell us about any charges, access, or any other potential barriers to engagement and how you will address them.*

- **What makes your charity best placed to deliver this project? (Max 300 words)**
 - *Please tell us what relevant experience the charity and its staff, volunteers or trustees have in this field? How do you utilise lived experience in the design and delivery of the work? Do you work with any relevant partners or networks? How does this project fit in with any other statutory, charitable or alternate services available to the same beneficiaries?*

- **What are the risks associated with the project and how do you intend to minimise them? (Max 300 words)**
 - *List any risks you have identified in delivering the project (e.g. safeguarding, funding, staffing) and any mitigation in place to guard against them.*

- **Please confirm whether the charity has:**
 - An up to date Safeguarding policy*
 - Obtained appropriate Disclosure and Barring checks for all staff and volunteers working with children, young people or vulnerable adults.

- **If you responded 'No' to either of the two previous questions, please explain why this is the case.**

- **Grant Request**
 - Year 1
 - Year 2
 - Year 3

- **Will the MCF grant fully fund the project, or provide part funding?**
 - Full funding
 - Part funding

Please explain how the MCF grant will be used, and if part funding how the MCF fits in with other funders. (Max 300 words)

Use this answer to provide more context to your Excel budget, which will be uploaded at the end of the application.

If part funding, please list any other funding sources and whether they are confirmed or not. Will the MCF fund specific parts of the project, or a % contribution to the overall cost? Please confirm the total project cost.

Page 4 - Monitoring and Evaluation

Outcomes

These are the specific benefits as a result of a service or intervention, e.g. 'increase in self-confidence', and can used to measure the impact or success of the project.

- **How do you monitor the effectiveness and impact of the project, and what evidence have you gathered? (Max 300 words)**
 - *Detail any methods and tools you already and/or will use to measure outcomes, and how you implement them. What information have you collected from existing work that evidences the positives outcomes of this service, or if this is a new project any similar existing services? Is there any other existing research that evidences the effectiveness of this type of intervention?*
- **Please define up to 4 specific outcomes that the project will aim to achieve.**
 - *If the application is successful the charity will be asked to report against these outcomes you have specified, so please ensure they relate to the methods you have described above. Tip - try to be reasonably concise and avoid using 'and' within single outcomes too often.*
- **Outcome 1**
- **Outcome 2**
- **Outcome 3**
- **Outcome 4**

Outputs

These are figures related to measuring or quantifying the activities, products and services that you will deliver.

- **How many unique primary beneficiaries will this project support in total?**
 - *Primary beneficiaries are direct recipients of support.*

 - **Please list any other output goals that you plan to measure as part of this project.**
 - *This is optional, but may help us understand the scope of the project. As with the outcomes, if your application is successful we will refer back to these in reporting, so please ensure any targets are realistic.*

 - **Output 1**
 - **Output 2**
 - **Output 3**

 - **Please explain how these figures have been calculated and/or will be measured. (Max 100 words)**
 - *What methods/tools will you use to measure beneficiary numbers and other outputs? You may also provide extra context, for example what proportion of project beneficiaries are children and young people, parents or carers, or if the project has multiple elements how do these figures break down per service?*
-

Page 5 - Equity, Diversity and Inclusion Monitoring

Why are we asking your organisation about equity, diversity and inclusion (EDI)?

Information gathered in this section does not form part of the assessment process. Having EDI information from our applicants and grantees allows us to understand the reach our programmes have in supporting diverse communities.

[Click here to view guidance](#) about how we use this information and clarifying terms used in the questions below relating to EDI.

Charity

- **Does your charity's vision or purpose prioritise any of the following EDI groups in the support you offer?**
 - No particular EDI groups
 - Communities experiencing racial inequality
 - Disabled communities
 - Faith or religious communities
 - LGBTQIA+ communities
 - Migrant communities
 - Women/girls
 - Early years (0-5)
 - Children (6-18)
 - Young adults (19-25)
 - Older age groups (65+)
 - Prefer not to say
 - Other
- **If you selected 'Other' please specify here:**

Project

- **Please select a single local authority in England or Wales that is most representative of the project's delivery and support.**
- **Will this project target support towards any of the following EDI groups?**
 - No particular EDI groups
 - Communities experiencing racial inequality
 - Disabled communities
 - Faith or religious communities
 - LGBTQIA+ communities
 - Migrant communities
 - Women/girls
 - Early years (0-5)
 - Children (6-18)
 - Young adults (19-25)
 - Older age groups (65+)

- Prefer not to say
- Other
- **If you selected 'Other' please specify here:**
- **Communities experiencing racial inequality**
 - All or multiple communities experiencing racial inequality
 - Asian or Asian British
 - Black, African, Caribbean or Black British
 - Mixed or Multiple Ethnic Groups
 - Other groups experiencing ethnic or racial inequality
 - Prefer not to say
- **Disabled communities**
 - All or multiple disabled communities
 - Physical, mobility or sensory impairment
 - Cognitive differences
 - Mental health
 - Health (chronic illness/ long-term health conditions)
 - Other
 - Prefer not to say
- **Faith or religious communities**
 - All or multiple religious or faith communities
 - Catholic
 - Protestant
 - Other Christian denominations
 - Buddhist
 - Hindu
 - Jewish
 - Muslim
 - Sikh
 - Atheist
 - Agnostic

- Other
 - Prefer not to say
 - **LGBTQIA+ communities**
 - All or multiple LGBTQIA+ communities
 - LGBT+ people
 - Bisexual people
 - Gay men
 - Lesbian/gay women
 - Transgender people
 - Non-binary people
 - Other
 - Prefer not to say
 - **Migrant communities**
 - All or multiple migrant communities
 - Migrants
 - Asylum Seekers
 - Refugees
 - Undocumented people
 - Other
 - Prefer not to say
-

Page 6 - Additional Information and Declaration

- **Has the charity received support from a Masonic organisation in the past?**
 - *If so, please briefly summarise any funding or other support received.*
- **Is there anything further you would like to add to your application that didn't fit well in previous questions? (Max 100 words)**

Marketing and Communication

If this application is successful the MCF and your local Masonic Province will work together with you to raise awareness of the partnership and the impact of the grant you have received.

Please [click here](#) to view guidance on our website regarding the arrangements specifically for our Large Grant programme.

- **Please confirm whether the charity is happy with these commitments, and use this space to outline any considerations or restrictions you may have, e.g. safeguarding.**

Supporting Documents *(Max 10MB per file)*

- **Please upload a copy of your safeguarding policy**
- **Please upload a project budget using the MCF's [budget template](#)**
- **If this application is focused on funding the employment costs of a specific role, please upload a job description**
- **Do you have any other supporting files you would like to attach? *For example case studies, impact reports.***

Your Details

- **I can confirm that I am an authorised representative of the charity**
- **Full name**
- **Job title**
- **Email**
- **Date**