MCF Small Grant 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.

The MCF Small Grant programme offers unrestricted funding to charities. Unfortunately we do not offer funding for specific projects, so the application should focus on the charity as a whole, not specific services.

Before You Start

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.

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

Registered Charity number

What year was the charity established?

Where does your charity work?

Do you have a specific catchment area or locations you focus on? Do you work outside of England and Wales?

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

Number of charity staff*

Full time
Part Time

Volunteers:

Trustees:

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Please note that any unpublished account information will not be assessed and your application will be considered incomplete.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

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.

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

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*

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

Charitable Activities (excluding Support Costs)

Support Costs

Raising Funds

Reserves*

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

Fixed Assets

Restricted Current Assets

Designated Current Assets

Unrestricted Current Assets

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

Total Grant Request*

Page 3 - About Your Charity

Please provide a mission statement for the charity.

If the charity doesn't have an official statement please provide your own. [Need some inspiration?](#)

Tell us about the people / communities you aim to support, and the issues / needs the charity aims to address.

You can include information on the following:

- *About your beneficiaries, e.g. age, demographics.*
- *What challenges do they experience, i.e. why do they need support?*
- *Any research or data (internal or external) to evidence the level of need faced by your beneficiaries.*
- *About the area in which you work and how that influences the need.*
- *The level of engagement or demand you are experiencing.*

How does your charity support and engage beneficiaries?

You can include information on the following:

- *How are your beneficiaries targeted, and how do you ensure those most in need are engaged, e.g. referral routes?*
- *What services do you deliver?*
- *How often and for how long are beneficiaries engaged?*
- *What facilities do you use?*
- *How do you make services accessible, e.g. fees, physical access?*

What makes your charity best placed to support your target groups?

You can include information on the following:

- *What relevant skills / experience do your staff, volunteers or trustees have?*
- *How do you make use of lived experience?*
- *How do your services fit with any other local or national services supporting the same communities?*
- *Does the charity have any significant partnerships?*

How many unique beneficiaries does your charity support each year?

Primary (direct recipients of support)

Secondary

Please explain how these figures have been measured or calculated.

Tell us about the impact your charity has on the people / communities you support.

You can include information on the following:

- *How you monitor 'outcomes' for your services, e.g. surveys, measurement tools.*
- *Any evidence you have gathered that the charity is having a positive impact, e.g. data / results from your monitoring, case studies.*
- *You may reference local / national research to evidence the benefits of similar work.*
- *Any 'outputs' you measure that evidence the level of support you provide, e.g. number of engagements, average attendance, number of qualifications gained.*

[Click here for a quick guide to outcomes and outputs.](#)

What are the primary challenges currently facing your charity, and how would an MCF grant benefit the charity and your beneficiaries?

Page 4 - Equity, Diversity and Inclusion Monitoring

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.

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:

Communities experiencing racial inequality

Please select one option

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-tern 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 5 - 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?

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.*

Please upload a copy of your safeguarding policy*

Please check this is the most up to date signed and dated copy. (max 10MB)

Do you have any other supporting files you would like to attach?
 For example case studies, impact reports. (max 10MB per file)

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 Small 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.

Your Details

I can confirm that I am an authorised representative of the applying charity

Full name

Job title

Telephone number

Email address

Date