

# MRS SMITH & MOUNT TRUST

## **Application Form for Larger Grants**

To comply with Data Protection legislation, we require your consent to use personal data supplied by you in the processing and review of your grant application. This includes transfer to and use by such individuals and organisations as the Trust deems appropriate.

In submitting this form, you are confirming that all statements are true and that all the information provided in this application is correct. Knowingly providing false information will invalidate any application.

In submitting this form, you are also confirming that you have the written agreement and permission of any individuals identified in your application to pass their personal information to The Mrs Smith and Mount Trust, who will hold and process their personal data in accordance with all current data protection legislation.

We will use this information only for the purposes of assessing your application, managing or monitoring any grant awarded, related administration or research purposes, and for sharing relevant information to other organisations for managing and monitoring grants awarded. Data will be retained in accordance with our data retention policy.

We wish to take good care of personal data and only process personal data necessary for our purposes. For this reason, we strongly advise that you do not provide details of named or identifiable individuals either in details of potential beneficiaries or beneficiaries aided, in case studies provided, or in any other information. Should you have particular reasons why such information should be provided to us please contact us before sending the information.

Information that is provided in excess of our application guidelines may not be read or considered.

If you wish us to retrieve or remove your data from our records, please contact the Clerk to Trustees at [admin@mrssmithandmountrust.org](mailto:admin@mrssmithandmountrust.org)

**Submitting your application confirms this assent and assurance.**

## **Organisation Details**

A1 - Organisation Name

A2 – Organisation Address

A3 - Telephone Number

A4 – Website

A5 - What is the legal status of your organisation?

A6 - Organisation legal status other (If selected "Other" in previous question please specify here)

A8 - If Registered Charity, please give your charity number

A9 - If Registered Company, please give your company number

A10 - In what year was your organisation founded? [Eg 1995]

## **Contact Details**

B1 - Name of Contact Person (Title, First name, Surname)

B2 - What is your position in your organisation?

B3 - Contact Telephone Number

B4 - Contact Email Address

B6 - Contact Street Address incl. Postcode

## **Your Organisation**

C1 - Briefly describe the aims, objectives and activities of your organisation. [Please tell us what your organisation was set up to do. You will find this in your constitution. Please also tell us what your main activities are.] (max. 1000 characters)

C2 - Please give examples of your recent achievements. [In this question we are looking for evidence that you have a good track record and that you are the right organisation to carry out the project / activity that you want us to fund.] (max. 1000 characters)

C3 - Is your organisation part of a larger organisation? Please give details. [Is your organisation financially independent of the larger organisation and how can you demonstrate this?] (max. 250 characters)

C4 - What was your organisations's total annual income as shown in your last set of accounts?

C5 – Number of people in your organisation:

Full time

Part time

Volunteers

### **Funding Request**

D1 - Purpose for which funds are requested. [This should be a short project title / activity description of what you require funding for.] (max. 150 characters)

D2 - What is the start and finish date of your project?

D3 - Which of the Trust's priority areas are you applying under?

D4 - Which geographical area will be served by this project / activity

D5 - What is the grant for?

D6 - What is the need for this work and how have you identified it? [Please describe why your organisation has decided to do this work. Who have you consulted about the project / proposal and / or what information sources have you used? What did this tell you? How will this work build on your previous activities?] (max. 1200 characters)

D7 - What do you want to do with the grant? [Please summarise the work you want to do including its main aims. What activities are planned (please be as specific as possible)? Where will the work take place and how long will it take? Who will do the work and how will they be supervised / managed?] (max. 1750 characters)

D8 - What organisations provide similar activities in your area and has the charity linked with these or other service providers? [In this question we want to check that the service / activity you propose is needed in your area and that you are aware of other activities that could impact on your work. With some projects it is also important for organisations to demonstrate that they have linked in with other key organisations, for example to take or receive client referrals.] (max. 800 characters).

### **Outcomes**

E1 - Who will be the main beneficiaries of this project / activity?

E2 - Do the beneficiaries fall into any of the following categories?

E3 - How many people do you expect to benefit from this project in a 12 month period?

E4 - How many hours do you expect to spend with each beneficiary?

E5 - What do you want to achieve as a result of this work and what specific differences will it make to your intended beneficiaries? Please include anticipated outputs and outcomes that can be used to

measure the success of the work you are doing. [We are looking to see how much impact your work will have. For example, how will people benefit from the work that you want to do? What is it you expect to achieve at the end of the grant period? How will your work improve people's lives?] (max. 1200 characters).

E6 - How will you evaluate whether your work achieved what it set out to do and is making a difference? Describe the supervision arrangements for project workers where relevant. [How will you know whether your work is making a difference? For example, will you monitor the number of people using a service and / or will you assess the outcomes of how much benefit they actually get from your work? What methods will you use to assess your progress?] (max. 1200 characters).

E7 - How do you ensure that a wide range of people can access your services? For example, have you undertaken any work to increase take up by hard-to-reach groups of people or communities, to ensure that all sections of the community can benefit from your work? (max. 1200 characters).

E8 - Please confirm your compliance with the Data Protection Act 2018 and GDPR.

E9 - Please confirm that all necessary Safeguarding Policies for all your activities are in place and statutory and good practice requirements are complied with, including Disclosure and Barring Service (DBS) checks have been made on relevant staff / volunteers.

E10 – Does the charity have an equality, diversity and inclusion policy?

E11 – Does the charity collect any data recording the ethnicity of beneficiaries?

### **Financial Information**

F1 - Total cost of the project/budget.

F2 - Amount received so far.

F3 - Deficit to be raised.

F4 - Total amount requested from the Trust:

Year 1:

Year 2:

Year 3:

F5 – How will any shortfall be provided for?

F6 - Please give the account name to which the payment will be made to.

## **Supporting Documentation**

The Trustees require the following documents:

1. A copy of your most recent accounts;
2. A budget for the funding requested showing an itemised breakdown of the costs of carrying out the work proposed, income already received or promised, deficit to be funded and details of how you plan to cover any shortfall.
3. If you are applying for a salary a job description is also required.

## **Declaration**

The declaration on this form should be a Trustee or Senior Manager within your organisation who acknowledges the information given in this application is accurate and true to the best of their knowledge.

To the best of my knowledge I can confirm the following:

I am authorised to make the application on behalf of the above organisation (I am a member of the management committee or a senior staff member),

I certify that the information contained in this application is correct to the best of my knowledge.

if the information in the application changes in any way I will inform The Mrs Smith & Mount Trust immediately,

I give permission for The Mrs Smith & Mount Trust to record the information in this form electronically and to contact my organisation by phone, mail or email with information about its activities and about future funding opportunities,

I give permission for The Mrs Smith & Mount Trust to use details from this application for reporting purposes should a grant be approved by the panel,

and I am aware that if I do not include the supporting documents listed within the required time frame (e.g. annual accounts for the last financial year, project budget), my application will be ineligible.