

**Small Grants - Small Grant Application Form for grants ranging from £300
- £3,000**



Please Note this word document is for reference only.

All applications must be submitted via our online forms.

SECTION 1 – Organisation

Organisation details -

Name of your organisation:

Address of your organisation:

Website:

Telephone:

General/ office email:

Main Contact details -

Name:

Job Title:

Phone number:

Email:

Organisation start date:

Please describe the overall aims and objectives of your organisation:

What type of organisation are you?

A registered charity

Company limited by guarantee

Unincorporated club or association

Community interest company

Charitable incorporated organisation

Other

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Income over last accounting year:

Expenditure over the last accounting year:

Free reserves:

Bank details (account name, account number and sort code):

Staffing and volunteers

Full time staff /workers:

Part time staff/ workers:

Volunteers (excluding management committee):

SECTION 2 - Project

Project Name & Description of your Project:

Project/ Funding start date:

Project / Funding end date:

Which area/s (estate, town, village, borough) do most of the people who benefit come from?

Please explain what the need for your project is, how it was identified and how this project will meet the need?

How will this project provide positive changes/impact in the area/s designated?

If you are collaborating with other organisations to deliver this project, please tell us who they are and how they are involved?

**MKCF believes in ensuring that Milton Keynes is a diverse and inclusive place to live and work.
How will your project be inclusive?**

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If you are successful in your application, do you see this project/ activity progressing after this funding comes to an end, and how or do you see this as a one off project/activity?

SECTION 3 – Impact

Which Vital Signs area addresses the main outcome of your project?

Please list any other issues that will be addressed by this grant:

Anti-social behaviour

Arts, culture and heritage

Caring responsibilities

Crime and safety

Domestic violence

Education, learning and training

Employment and labour

Financial exclusion and financial illiteracy

Harmful practice

Homelessness

IT / Technology

Mental health

Poverty and disadvantage

Religion

Rural issues

Social inclusion and fairness

Stigma/Discrimination

Substance abuse and addiction

Violence and Exploitation

Bullying

Counselling/Advice/Mentoring

Disability and access issues

Economy

Emergency/Rescue services

Environment and improving surroundings

Gangs

Health, wellbeing and serious illness

Housing

Language, culture and racial integration

Offending/At risk of offending

Refugees/Asylum/Immigration

Renewable energies and recycling

Sexual abuse

Sport and recreation

Stronger communities/Community support and development

Supporting family life

Beneficiaries – how many people will benefit directly from your project?

Please list any other beneficiary groups who will benefit from your grant:

Black, Asian and minority ethnic

Carers

Children and young people

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Ex-offenders/offenders/At risk of offending	Families/Parents/Lone parents
Homeless people transgendered groups	Lesbian, gay, bisexual and
Local residents	Long-term unemployed
Men	Not in education, employment and training (NEET 16-24)
Older people	People with alcohol/drug addictions
People in care or suffering serious illness	People with learning difficulties
People with low skill levels	People with mental health issues
People with multiple disabilities	People with physical difficulties
People living in poverty	Refugees/asylum seekers /immigrants
Victims of crime/violence/abuse	Women

Ethnicity – primary ethnic group?

Please list any other ethnic groups who will benefit from your grant:

English/ Welsh/ Scottish/ Northern Irish/ British	
Irish	Gypsy or Irish Traveller
White and Black Caribbean	White and Black African
White and Asian	Asian / Asian British
Pakistani	Bangladeshi
Chinese	African
Caribbean	Arab
Other (please specify)	

Age groups – please indicate the primary age group that will benefit from this grant?

Please list any other applicable age groups for your grant:

Early years (0-4)	
Children (5-12)	Young people (13-18)
Young adults (19-25)	Adults (26-65)
Seniors (65+)	All ages

SECTION 4 – Project Budget

What is the total cost of the project?

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How much are you applying to us for?

Budget breakdown summary (inc VAT):

How you sought funding from elsewhere?

Please provide details of the other funding you are seeking:

SUPPORTING DOCUMENTS

A copy of your signed constitution, memorandum/articles of association

Audited accounts OR Income and Expense list

A list of the names and contact details of your management (governing) committee (we require a minimum of three contacts) - Please note we have different governing requirements for CICs and other limited companies. Find out more on our website

Your organisation's Equal Opportunities Policy

A copy of your organisation's most recent bank statement

The following documents may be required depending on the project:

Your organisation's safeguarding children and or vulnerable adult policy

CVs for any professionals you will engage with this grant. Or if they are yet to be engaged, a Job Description for the person you intend to engage

Quotes may be required to demonstrate that costs in your budget are reasonable and realistic. Someone from the Philanthropy Team will be in touch following submission of your application if quotes are required.

Declaration

Tick the declaration box to agree to the following:

Successful applicants will be required to sign an agreement binding them to certain conditions, including:

- expenditure of the grant in line with the signed agreement, and an obligation to notify MK Community Foundation if there is any significant change to the project.
- acknowledgement of the grant from MK Community Foundation in media related to the project or communication with service users.
- participation, where appropriate, in publicity activities.
- submission of an End of Grant Report by a certain date with receipts, to demonstrate the impact of the grant and that the grant money was spent as agreed by MK Community Foundation

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If groups do not abide by these or other conditions laid out in the agreement, they may be asked to return the grant, and may be unable to apply in future.

By ticking this declaration, you are agreeing to being contacted about this application during the assessment process, and about your ongoing project if your application is successful, on behalf of your organisation, using the contact information provided in this application form.

Please contact the Philanthropy Team with any questions on 01908 690276.

Tick this box to agree to the above:

Declaration name

Declaration position

DRAFT