

NOTES OF GUIDANCE  
FOR APPLICANTS OF GRANT FUNDING

**Purpose of grants**

The purposes for which the grant is to be used must conform to the objects of the Trust as set out in the trust deed, that is:

‘For the benefit of charitable institutions or purposes which will promote the education, learning, training, recreation and rehabilitation of, among and for people with special needs such as those suffering from any disability of the mind or body, or those in need by reason of social and economic circumstances’.

The **focus** for the trust is support of organisations for young **adults with learning disability**, after leaving school, with the aim of giving them practical skills to prepare them to be able to lead independent lives.

**What the Trust Will Fund**

With limited resources at our disposal, the Trustees will prioritise applications from projects, which meet at least two of the following criteria:

- Designed for, and aimed, at people with learning disabilities aged 18 to 25 **outside** the school environment. Those age 16+ who are not in formal education, training or work will also be considered
- Offer the opportunity for people to gain transferable life skills, which may include how to access support
- Offer employment experience
- Build in accredited training
- Enable social interaction with other people, and allow self-expression and confidence-building
- From smaller organisations that are demonstrating an entrepreneurial approach to a locally identified issue.

The Trustees are also interested to hear from organisations that support activities, which enable people with learning disabilities, and their carers, to understand better life skills and the social care system.

## **What the Trust Will Not Fund**

- Individuals
- Schools
- Applications of a general kind, which have no specific purpose other than to increase the financial resources available to the charity, will not be considered
- Organisations that are overtly religious

## **Eligibility**

It is regretted that grants can only be made to institutions or organisations who are registered Charities, Charitable Incorporated Organisations or Community Interest Companies. In no circumstances is it possible to make a grant for the benefit of an individual.

Grants will not be made to charities in receipt of funding in the previous year, except where a specific project has been awarded funding over a period of more than one year. Therefore, for a two-year grant, there will usually be one year between the final grant year and any further grant being awarded.

Only organisations with a turnover of less than £1 million will be considered for funding.

## **Size of grants**

The Trust is not large and grants are usually given in a range up to £3,000 to £10,000. The Trustees like to see that effort has been, or is being made, to source funding from elsewhere. They will only fully fund if absolutely necessary.

## **Timing of grant**

The Trustees will consider multiple year grants. Subsequent years funding will be conditional on the success and timely reporting of the first/previous year of the project.

The Trustees will not provide retrospective funding, so please do not submit applications for work that will have started before the Trustees meet to consider your application. Timings of meetings are indicated on the website.

## **How to apply**

The Trust makes a single round of grants each year. Applications will only be considered if received no later than the deadline, publicised on the website – usually 31<sup>st</sup> March.

All applications must be made electronically by email to [secretarymdt@gmail.com](mailto:secretarymdt@gmail.com).

Applications should be no longer than two sides of A4, plus the cover sheet, which must be downloaded from the website, along with a copy of your most recent annual trustee's report and accounts. The cover sheet and application should be in one document and converted to PDF. Please contact the secretary if you have a problem with this. You need to include:

- A summary of the aims and administrative structure of the organisation making the application, making it clear whether it is part of a larger charity.
- The purpose for which a grant is required

- The activities that will take place and who will provide the service
- The full costs involved, and how much you are seeking from the Trustees
- The number of recipients including where necessary a breakdown of those with a learning disability and those with other issues
- The benefits which will result
- How you will evaluate the impact
- What opportunities will be available to participants after the programme is completed
- What you can do if only part funding is achieved for the project.

We also require you to demonstrate that:

- People with learning disabilities and their families and carers are consulted in the design and running of the project
- You have been actively seeking other sources of funding for the project
- You can evidence that there will be a demand for the service to be provided.

We would also like to see if you are working in partnership with relevant local organisations and service providers

The Trust will only support projects that appear to have a reasonable chance of success. If the organisation or project is new, provision of a business plan, which is properly costed and convincing is required to show confidence in the future success of a project. This will be in addition to your funding bid.

It would also be helpful if you state how you came to know about the Trust.

The success of an application and the amount of any grant will depend not only on the quality of the application but also on the number and merits of other applications that come before the trustees at a particular meeting.

Please ensure all of your documents submitted contain your organization/project name in the file name.

### **Decision making process**

The Trust holds meetings annually in June. Papers can be submitted throughout the year, but must be in receipt of the Secretary by 31<sup>st</sup> March (or date on the website) for consideration at the next meeting. This gives time to review the application and visit the project where necessary.

For a visit you should be prepared to talk about your project, the beneficiaries, your goals for the future and finances. You will be expected to be able to comment on how your project fits with the local strategic direction. The Trustees will want to fully understand how your organisation works and how the Trust can best help you to achieve your objectives. It is also helpful to meet beneficiaries.

### **If you receive a grant**

We will ask you to confirm receipt of the grant funding. This should be done electronically.

A report will be expected for the meeting held the following year. The deadline for submitting reports will be advised but will usually be May each year following award of grant. If your project is not finished, a progress report should be provided.

The report should state:

- What you asked for and what was delivered
- Estimated project costs v actual project costs
- Explanations of any difference
- Impact including any unexpected outcomes, good or bad.

If further help or advice is needed please contact me by phone on 01406 420153 or email [secretarymdt@gmail.com](mailto:secretarymdt@gmail.com).

Sharon Shortland  
Secretary