

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’.

In reality the trust **focus** 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.

By learning disability we mean those that were born with a condition that affects their ability to learn normal life skills due to a significant general impairment in intelligence.

What the Trust Will Fund

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

- 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
- Have been adversely affected by Covid 19 and its implications.
- 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
- Working in partnership with relevant local organisations and service providers.

The Trustees are also interested to hear from organisations that support people with a learning disability, and their carers, to better understand 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 of up to £5,000 are given. 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 31st March.

All applications must be made electronically by email to secretarymdt@gmail.com using the application form which is available on the website.

The completed application form should be no longer than four sides of A4 using Arial size 11 font or larger, along with a copy of your most recent annual trustee's report and accounts.

Further covering letters will not be considered as part of the application so please do not spend time on them. If you fill in the application form you will provide all the information we need. Where possible please send as a PDF. Please contact the secretary if you have a problem with this.

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 name in the file reference.

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 31st 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 15th 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.

Please submit your report as a PDF.

If further help or advice is needed please contact me by phone on 01406 420153 or email secretarymdt@gmail.com.

Sharon Shortland
Secretary