



# **Funding Applications**

## **Guide for Applicants**

***Please ensure that you always check our website [www.themasontrust.org](http://www.themasontrust.org) for the latest version of this document before submitting a funding application***

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## Introduction

The Mason Trust was established in 2008 to help young people throughout Norfolk and Suffolk aged 12 – 25 years old to raise their aspirations and achieve their potential and empower them to make a difference to their own lives and the lives of others.

We are a small charity which aims to assist young people and organisations who work with young people to help improve their lives and communities.

This guide will tell you:

- Who can apply
- How to apply
- Following up successful applications

If you have any questions please contact us either:

- By visiting our website [www.themasontrust.org](http://www.themasontrust.org)
- Calling 01379 650041
- Emailing us [info@themasontrust.org](mailto:info@themasontrust.org)

# Who Can Apply for Funding?

## Individuals

- Are you a young person aged between 12 – 25 years old? (you may apply to us before turning 12 so long as you will be 12 at the time of your activity/trip)
- Do you live in Norfolk or Suffolk
- Do you have an idea, ambition or aspiration?

## Organisations

- Are you an organisation or group who works with young people aged 12 – 25 years old?
- Are you based within Norfolk or Suffolk or help those who live in Norfolk or Suffolk?
- Do you have an idea, project or experience planned/currently running?

## Schools/Colleges

- Are you a high school or college based in Norfolk or Suffolk?
- Do you have an idea, project, trip for students in Years 9 upwards?

If you can answer 'Yes' to any of the above then you may be eligible to apply for funding.

If you answer 'No' to any of the above you may wish to visit the following websites which can provide information regarding organisations and alternative ways in which to access funding:

[www.fundingcentral.org.uk](http://www.fundingcentral.org.uk)

[www.fundingfinder.org.uk](http://www.fundingfinder.org.uk)

[www.lotteryfunding.org.uk](http://www.lotteryfunding.org.uk)

[www.norfolkfoundation.com](http://www.norfolkfoundation.com)

[www.suffolkcf.org.uk](http://www.suffolkcf.org.uk)

Please contact us if you are aware of any other sites that may prove useful and can be included in this pack.

Our grant award programme aims to help:

- Young people empower themselves to improve their lives and achieve their aspirations
- Organisations who are involved in working with young people

## How to Apply for Funding?

Before submitting your application for consideration, please take a look at our website [www.themasontrust.org](http://www.themasontrust.org). Here you will be able to find all the information you need to help with submitting an application, download our application form and view dates for the Trustees meetings together with relevant deadline dates for submission of applications. We aim for the application process to be as simple as possible and to avoid delays it is important that you send us all the information we require.

Each application is considered on an individual basis so it is in your interest to provide as much information as possible to support your request.

As we are a small charity we are keen to ensure that our funding is spread as widely as possible. We do not generally fund large organisations with healthy cash reserves, or where funding goes into one large central pot, we prefer to fund specific projects. The Trust is unable to cover capital costs for projects.

We like to ensure that our funds are used towards the deliverable end of a project so the money directly supports the young people it is intended to help. Project specific applications are looked upon more favourably than those requesting funds for core costs and salaries. We do not fund overheads although the Trustees do understand that salaries can be part of this in order to start/continue with a project and may consider potential support if it is directly connected to front end delivery of a project.

The Trustees will be looking for applicants to be actively seeking funding via alternative sources ie: fundraising events and making applications to other prospective funders as this will maximise chances of securing the full funding required.

### Starting Off

- Think about the project/idea/trip etc that you are requesting funding for. How will it benefit you/the community/group of young people?
- Make a list of all the things you feel should be included in your application. Keep this as a checklist to ensure that you have included everything in your application.
- Speak to relevant people involved and go through the questions on the form and make a note of the main points that answer them.
- If you are unsure how to complete the form or what information to include please call us on 01379 650041 or alternatively send us an email to [info@themasontrust.org](mailto:info@themasontrust.org) and we will do our best to help you.

## Completing the Form

- You may wish to complete a draft copy of the application form in the first instance so you can include information/suggestions from other parties and ensure you are happy with it before it is sent to us.
- It is best if you can keep the application as clear and concise as possible. Try to avoid the use of jargon or if it is necessary include an explanation to ensure it is easy to understand. Only include the most relevant details relating to the application.
- Please ensure that the form is fully completed. Remember to include the total cost of the project, other funders you have approached and the amount you are requesting. You will also need to make sure that the form is signed by either the person completing the form or the person responsible for the project/trip.

## Supporting Information

The following information **must** be included to support your application:

### Individuals

- Project plan/course details/travel itinerary etc
- Details of any organisation involved in your idea/activity or trip.

### Schools/Colleges

- Letters/statements from each of the students participating in the trip/project.

### Organisations

- A copy of your latest set of accounts. If you are a regional division of a national organisation and would usually only submit a set of accounts relating to the national organisation, this is not sufficient for Trustees consideration. We would also require sight of a set of accounts/financial statements specifically related to the regional division.
- Letters or supporting statements from your people who have previously benefitted or will benefit from participating in the project/trip.

## Checking Your Application

- Make sure that you have completed each section of the application form fully. A clear explanation will prevent the need for us to request further information from you and delay the process.
- Please ensure that your costs are correct and provide any back up information showing how the total cost was reached.
- If you are applying on behalf of a group or organisation, please provide case studies, letters or testimonials from young people who will directly benefit/have benefited from your project. The same goes for schools/colleges organising trips for students. Letters from each student who will take part in the trip will need to include details of why they want to take part, how they will benefit and how they will use the experience in their future. We also find pictures/photos particularly useful additions where available.

## Before You Send Your Application to Us

- Check the application form has been fully completed and signed by you or an authorised person. Failure to do so will result in the form being returned to you for completion and result in a delay in your application being considered by the Trustees.
- Ensure that you have all the relevant back up information available to include with your application. The checklist at the back of the application form will help you.
- Keep a copy of your application in case we contact you to ask questions.

If you are requesting funding for a trip with specific dates (ie: payment or travel) it is vital that you submit your application in plenty of time to fit in with these dates. Applications will **not** be considered outside the normal Trustee's meeting schedule. A schedule of meeting dates, respective deadlines for receipt of applications and application forms are available on our website [www.themasontrust.org](http://www.themasontrust.org).

## How To Apply

### **Read this guide**

Please ensure that you read understand what is required before submitting an application.



### **Complete the application form and send it to us**

Send your application to us in plenty of time if you are working to specific timeframes and by the deadlines stated on the website.



### **Assessment of applications**

We will write to you to confirm receipt of your application. If your application form is incomplete we will return it to you for completion and returning. If it is not received back in time for the meeting it will be held and put forward to the next scheduled meeting. We may contact you with any questions or requests for further information. If you are requesting £5,000+ then we will arrange to visit the project before further assessment of your application takes place.



### **Decision**

All decisions will be provided in writing. We are unable to discuss the progress of applications over the telephone. If you are successful in obtaining a grant you will be sent a letter confirming the amount together with our terms and conditions of award which you are required to sign and return to us prior to any monies being paid.



### **Return of documentation**

You will be required to return a signed copy of our terms and conditions within 14 days of receipt of the award notification. Failure to do so may jeopardise your award.



### **Payment of funding award**

Subject to receipt of the terms and conditions document within the specified timeframe your funding award will be paid by the preferred method indicated. The funding award will need to be spent within 12 months of payment.



### **You start your project**

The Trustees may, on occasion, wish to attend any opening/completion ceremonies



### **You finish your project**

At the end of your project/trip we will ask you to complete an End of Grant Monitoring Form. This will tell us how the grant was spent and what was achieved with it. We may phone you to check how the grant was spent or ask to see any associated receipts. Photographs and feedback reports are requested for each project/trip undertaken which we may use on our website.

## **How we assess applications**

When your completed application is received by us we will start our assessment. We will write to confirm receipt of your application and if necessary request any further information to support/complete your application. If you have provided us with an email address, it is vital that you check your inbox/spam box regularly as we may contact you this way. We request that you respond promptly to any emails as any delays in receiving replies may result in your application not being reviewed by the Trustees at chosen meetings.

As a small charity we are not always in a position to support every application received as much as we would like to. This is something to consider when working out the amount of funding you are requesting from us.

We aim to assess each application equally and fairly. The Trustees review each application prior to their meetings and provide their comments. These comments are then discussed at the Trustees meeting where a decision is reached.

## **If we offer you a grant**

If you are successful in obtaining a grant award from us we will confirm this and the amount in writing to you together with copies of our terms and conditions. Before the award can be paid we will ask you to sign and return a copy confirming your acceptance of the terms of the grant award.

You will be required to return everything we have asked for within 14 days from the date of our award letter, otherwise this could jeopardise your award.

## **Confirming the grant**

Subject to receipt of all the relevant documentation, we will arrange payment of the grant award in the preferred manner set out in terms and conditions. We will write to you to confirm payment of the award.

The Mason Trust usually requires a grant award to be spent within 12 months of payment. In exceptional circumstances, please obtain confirmation from the Trust that funds may be held for longer. Any money not spent will need to be returned to The Mason Trust.

## **Withdrawing the offer**

We will withdraw the offer of funding if the completed terms and conditions are not returned within the specified time limit. You can submit a new application and this will go through the normal assessment process.

## **Changes to grant award**

If for some reason we make a grant award to you and there is a change of circumstances for the use of the money, you will be required to write to the Trustees providing information on the change of use. The Trustees will consider this request and you will be notified in writing as to whether or not they agree. If they do not agree for the change of use of the funding you will be required to fully reimburse the Trust.

## **Monitoring your grant**

If your funding application is successful we will require you to complete an 'End of Grant Monitoring Report' to confirm how the money has been spent and what was achieved. You will also be asked to provide any photographs, case studies or testimonials as part of this report. We may wish to follow up with a visit or contact you to monitor progress/impact of our funding on your project. Failure to provide any feedback may impact any future applications you make to the Trust.

## **Media/PR**

If you prepare any publicity specifically for the project that the Trustees are providing funding for we would request that a copy of such information is sent to us.

We may publicise details of your project/trip on our website together with any photos that you have provided. If you do not wish us to publicise anything you submit to us then please confirm this in writing.

## **Further applications**

We do not limit the amount of applications you can make to us however, successful applicants will only receive funding up to a maximum of three times. After which, further applications for grant funding from the same individual/organisation/school/college will be ineligible for consideration.

If you are applying for funding for the same trip you must allow a 12 month period between applications, e.g The Mason Trust funds a trip which takes place in June 2016 - another application for the same trip could not be submitted for consideration until June 2017. Applications will go through the normal process for consideration.

Please be aware that previous success in securing funding from us does not guarantee that you will be successful in securing funding again.

## Unsuccessful applications

All applications go through the same process for consideration. We understand you will be disappointed if you are not successful in obtaining a grant. We try to provide a reason behind the decision not to support applications so this can be considered before making a decision to apply to us again.

## Help and Advice

You may have questions regarding whether you can apply to us for funding or how to make an application.

You may contact us in the following ways:

Tel: 01379 650041

Email: [info@themasontrust.org](mailto:info@themasontrust.org)

Writing: The Mason Trust, Diss Business Centre, Dark Lane, Scole,  
Diss, Norfolk, IP21 4HD



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