

**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:**

**About your Organisation -**

**Organisation start date:**

**What are the overall aims, objectives, and activities or services 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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**Are you part of a larger regional or national organisation?**

**Financial Information for Organisation –**

**Income Over Last Accounting Year:**

**Organisation's annual expenditure for past financial year:**

**What are your current unrestricted 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:**

**What is the total cost of the project?**

**How much are you applying to us for?**

**How you sought funding from elsewhere?**

**How much has been raised so far?**

**Please provide details of the sources of any funding raised so far:**

**Please provide details of the other funding sources you have approached, plan to approach, or have made unsuccessful bids to.**

**Does your group have valid insurance in place to cover liability for all activities involved in this project?**

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Are all wages and salaries associated with this project Living Wage or above?

Project/ Funding start date:

Project / Funding end date:

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

Which local authority will the activity take place in?

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?

Please explain how you will measure and report on the positive changes made by this project:

Please outline at least 5 key steps you will take to achieve your aims for this project, including how you plan to promote your project to engage beneficiaries/ service users

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?

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

MK Community Foundation believes in ensuring that Milton Keynes is a diverse and inclusive place to live & work. How will your project be inclusive?

### **SECTION 3 – Impact**

Which category best describes the impact your project will have?

Improve life skills, education, employability and enterprise

Maximise ability to strengthen community cohesion and build social capacity

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Promote reduction of isolation and disadvantage and access to local services

Advance people's physical and mental health, wellbeing and safety

Connect people with the arts, culture and heritage

Transform access to, and engagement with, the environment and public spaces



### **Select the primary outcome for your project or activity**

Improve economic wellbeing

Increase employability

Increase enterprise

Increase in beneficiary training, education, accreditation and employment

Increase participation in lifelong learning

Increase qualifications and skills

### **Select the second and third outcomes for your project or activity**

Increase in beneficiary training, education, accreditation and employment

Increase access to services

Improve community cohesion

Improve the community working together

Reduce crime, violence and anti-social behaviour

Strengthen organisations through capacity building

Promote safer communities

Improve access to volunteering

Increase access to sport, exercise and leisure activities

Reduce substance misuse and addictions

Improve health (physical/ mental/ emotional)

Support vulnerable people

Promote human rights and equality

Reduce isolation

Improve quality of local environment and public space

Reduce carbon footprint (i.e. waste, emissions, energy)

Increase biodiversity

Increase qualifications and skills

Increase enterprise

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Increase participation in lifelong learning

Improve economic wellbeing

Increase employability

Promote opportunities for creativity

Preserve local heritage

Increase opportunities for public to engage with culture and heritage

Improved community facilities

### Which Vital Signs category is your project most related to?

Arts, Culture and Heritage

Environment

Fairness

Healthy Living

Housing and Homelessness

Learning

Local Economy

Rural Communities

Safety

Strong Communities

Work

### Which Vital Signs theme best describes the impact your project will have?

Assist Families in need

Bring people together

Develop life skills

Enable disabled people

Encourage safety and resilience

Help people to find and keep a home

Keep people safe and well

Offer training and work opportunities

Promote access to arts, culture and nature

Provide access to services in rural areas

### Primary issue - select a single option to represent the primary issue that will be addressed by this grant, please also list any other issues that will be addressed by this grant

Anti-social behaviour

Arts, culture and heritage

Bullying

Caring responsibilities

Counselling/Advice/Mentoring

Crime and safety

Disability and access issues

Domestic violence

Economy

Education, learning and training

Emergency/Rescue services

Employment and labour

Environment and improving surroundings

Financial exclusion and financial illiteracy

Gangs

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Harmful practice	Health, wellbeing and serious illness
Homelessness	Housing
IT / Technology	Language, culture and racial integration
Mental health	Offending/At risk of offending
Poverty and disadvantage	Refugees/Asylum/Immigration
Religion	Renewable energies and recycling
Rural issues	Sexual abuse
Social inclusion and fairness	Sport and recreation
Stigma/Discrimination	Stronger communities/Community support and development
Substance abuse and addiction	Supporting family life
Violence and Exploitation	

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

#### Primary Beneficiary - Select a single option to represent the primary beneficiary group for this grant, please also list any other beneficiary groups who will benefit from your grant:

Black, Asian and minority ethnic	
Carers	Children and young people
Ex-offenders/offenders/At risk of offending	Families/Parents/Lone parents
Homeless people	Lesbian, gay, bisexual and transgendered groups
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

#### Primary Ethnicity group – select a single option to represent the primary ethnic group for this grant, please also list any other ethnic groups who will benefit from your grant:

English/ Welsh/ Scottish/ Northern Irish/ British	
Irish	Gypsy or Irish Traveller

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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 also 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

How much money are you applying to us for?

PROJECT BUDGET			
	Descriptions	Total Cost	Amount Requested
Capital Costs			
Office Costs			
Publicity Costs			
Staff Costs			
Volunteer Costs			
Other Costs			
	<b>Total</b>		

### SUPPORTING DOCUMENTS

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

Audited accounts OR Income and Expense list

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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

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