

Malcolm Bradbury Trust CIO (MBT) Grant Application Form

Guidance to applicants for MBT funding

Application Assessment

Decisions by the MBT to fund projects, bursaries, scholarships, and programmes of work are subjected to a formal decision-making process. We will assess your application based on this form and any supporting documents you submit, which are designed to provide us with the information we need about your organisation, your proposed project, and your budget.

We will pay particular attention to how your project fits within, and assists, the delivery of our charitable purposes and current priorities:

1. The advancement and promotion of the arts for the benefit of the public by provision or support of education courses, programmes, activities, and opportunities for those interested in the arts.
2. The promotion and preservation of the literary works of Malcolm Bradbury.

For more information on our charitable purposes, please visit

<https://malcolmbradburytrust.org.uk/about-the-trust/>

OR

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5142247/governing-document>

If we are unable to make a final decision based on the information provided, we may contact you for further information.

You will be notified of our decision formally in writing.

Any costs you incur or commit to prior to formal notification is entirely at your own risk.

Data

By signing this application form you agree that MBT can use the information provided to;

- Assess your application and decide whether to award your project grant funding
- Hold on file and use for statistical and analytical purposes

Promotion

In the case that we offer a grant to you, we may publish information about your organisation and the activity/project we have funded, including the amount of the grant. This information may appear in media releases in our print and online publications. You should therefore tell us what, if any, of the information you have provided is confidential and provide reasons for this in 'Section 16'.

Timing of applications

Applications should be submitted by email to hello@malcolmbradburytrust.org.uk.

In dating, signing, and submitting this application form, you confirm that the information provided is correct and that any grant awarded will be used exclusively for the purposes described, unless variations are agreed in writing with MBT.

Signed

[a typed name will be sufficient if the application is submitted from that individual's email address]

Name:

Signature:

Title:

Application Form

Project/Programme title	
Project Title	
Date of Application	

Applicant	
Name of organisation	
Address	
Postcode	
Contact name	
Contact number	
Contact email	
Legal status of your organisation (If a charity or company, please provide the registered charity or company number)	
Brief description of your organisations purpose and activities	

Project/Programme outline		
Project start date		
Project end date		
Project activity location(s)		
Country/region(s)		
Project category (tick all that apply)	Development of practice	
	Campaigns and policy development	
	Research and insights	
	Promotion and advocacy	
	Education, training and support	
	Other (please specify)...	

Project/Programme purpose and objectives

Please state the rationale for the project (800 words max)

Project/Programme outline

Please describe the project (800 words max)

Project/Programme activities

Please list the key activities involved in the project (max 800 words)

Project partners	
Please list all partners in the project (if any)	

Measurable impacts and project outputs

To know if the project has been a success, we need to understand what you aim to achieve, the problem you aim to solve, and/or the **change** you wish to see. Please set out your criteria for success, how you will measure this success, and any targets you have set.

Objective <i>(As stated above)</i>	Outcome <i>What change do I want to see?</i>	Impact <i>How will I know it's a success?</i>	Indicator <i>What will I measure?</i>	Success Criteria <i>What is my target?</i>

Project Plan

It is important that projects we fund can be completed on time and within the agreed budget. Please set out below the key milestones for your project.

Milestone	Actions	Due Date	Comments

Project Risks

We understand that all projects involve risk. It is important that we understand what risks you have already identified with your project and any actions you intend to undertake to mitigate those risks.

Risk Description	Mitigating action	Risk rating after mitigating action (1 = high, 2 = medium and 3 = low)

How does your project meet the aims of MBT?

Our primary charitable objectives are;

- a) to promote the public knowledge and appreciation of the works of Malcolm Bradbury by such means as are charitable.
- b) the advancement and promotion of the arts for the benefit of the public, particularly but not exclusively by the provision or support of educational courses, programmes, activities, and opportunities to encourage more people to take part in the arts, particularly those who are disadvantaged socially, economically, or through physical or mental health problems.

MBMT Aims	How does your project deliver these aims?
Promote knowledge and appreciation of the works of Malcolm Bradbury by charitable means	
Advance and promote the arts for the benefit of the public	
Provide support for educational courses, programmes and activities	
Encourage more (particularly the disadvantaged) to take part in the arts	

Project Financial Summary

	Amount (£)	Comments
Total project cost - including all match funding		
Amount requested from MBT		
How much of the funding is secured (including match funding)?		

Financial Breakdown

Expenditure items	£
Total	£

Income sources	£
Total	£

In kind support

Please list all sources of non-cash support – such as mentoring, access to resources, volunteer hours etc. Please attribute a financial value where possible and an indication of how the value has been calculated, i.e. volunteer hours @ £12.50 per hour.

In kind support	From	Value (£)	Notes on value calculation

Due Diligence

a) Will the project go ahead without MBT funding?

Y / N

Please provide any further details if appropriate...

b) Is there a date that you need a funding decision by?

Y / N

If yes, please specify when...

c) Are you, as the applicant or representative of the applicant or your organisation associated with the MBT in a formal or informal capacity?

Y / N

If yes, please provide details...

d) Have you discussed your application with any of the MBT Board members?

Y/N

If yes, please state who...

e) How did you hear about the availability of MBT funding?

f) Have you or your organisation applied for MBT funding previously?

Y/N

g) Does the recipient have a bank account? If an organisation, with two separate signatories, and registered in the name of the applicant organisation, into which a grant can be paid?

Y/N

h) Is any of the information you have provided to us confidential?

Y/N

If yes, please state what items of information and why...

- i) If you are an individual, please provide a statement of means to allow us to assess your current financial position.
- j) If the applicant is an organisation, please state whether you would be able to produce the following documentation upon request.

Documentation	Y/N
i. Copy of the most recent audited accounts OR a statement of the organisation's turnover, profit, loss/income, expenditure, and cash flow position for the most recent full year of trading/operations where this information is not available in audited form	
ii. Copies of the organisations public liability and employer's liability insurance policies	
iii. Volunteer policy, including assurance of appropriate DBS / CRB checks for volunteers	
iv. Health and safety policy or equivalent	
v. Equality and diversity policy or equivalent	
vi. Climate/Environment or Sustainability Policy	
vii. A copy of the organisation's governing document (i.e. Articles of Association or your constitution) if applicable (charities and community groups)	

If any item of documentation could not be provided on request, please state the reasons below.