



# Grant Programme

## Guidance Notes for Applicants

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**The Mustique Charitable Trust**



# The Mustique Charitable Trust

## Mission Statement

“The Mustique Charitable Trust will improve the opportunities for children, young people and vulnerable adults while supporting the development of sustainable local communities throughout St. Vincent and the Grenadines. “

## About the Mustique Charitable Trust

The Mustique Charitable Trust (MCT) was established in May 2008 with the purpose of creating an organisation to listen, suggest, oversee and manage the charitable giving of the island of Mustique. The MCT will be looking at many charities with a view to lending their support and giving both guidance and funding.

The Mustique Charitable Trust was launched at a gala event on August 8, 2008 in Mustique as part of the Fortieth Anniversary celebrations by the Mustique Company. The Gala Evening attended by homeowners raised funds to set the Trust on its way.

The direction of this giving is towards children, education, poverty alleviation and medicine to improve opportunities throughout St. Vincent and the Grenadines.

It operates through a Board of Trustees chaired by the Managing Director of the Mustique Company, Mr Roger Pritchard. The MCT will be working in close collaboration with established charitable organisations on Mustique such as the Mustique Medical Trust and the Mustique Educational Trust.

Information about the Mustique Charitable Trust, how it operates and its current Grant Programmes can be obtained at [www.mustiquecharitabletrust.com](http://www.mustiquecharitabletrust.com) or at our office located at the Mustique Company's Office, KCCU Financial Center, Granby Street, Kingstown,

Telephone + 1 784 – 457-1531 and or email us at [admin@mustiquecharitabletrust.com](mailto:admin@mustiquecharitabletrust.com).

## Programmes Funded

### **We channel our funding through four routes:**

#### **Children & Young People Fund**

- Vulnerable children & young Adults
  - HIV Aids
  - Girls
    - Domestic Violence
    - Incest
  - Boys

#### **Tackling Poverty, Building Local Communities Fund**

- Capital Endowments
- Relief of Childhood Poverty

#### **Education**

- Pre-School, Primary and Secondary School Support
- Adult Vocational Education - Scholarships
- Non-Structured Learning (after school clubs etc.
- Bursaries

#### **Medicine**

- Screening Programmes



## Applying for Funds

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All funds (extra criteria for endowment funds)

1. Read through the guidance notes, paying careful attention to the criteria
2. If you think your activities will attract funding from the Trust, go through the self-assessment checklist for eligibility
3. If you can answer 'yes' to each of the self-assessment checklist questions, submit your application

### What happens next?

The Mustique Charitable Trust will get back to you, aiming to acknowledge your first stage application within four weeks of receiving it. Within two months we will either suggest taking it to the second stage or decline to support it.

If you are invited to proceed to the second stage we will ask you for some additional information that will depend on what you have already told us and the size and complexity of the work you would like us to support. We will also send our Trust Administrator to visit your project to agree success criteria and monitoring, evaluation and impact reporting procedures. At this point you will be given a decision date by the Board of Trustees.

## Guidance Notes

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### **Grants are made by the Mustique Charitable Trust to charities that meet the criteria of:**

- Overall size of operation
- The project works directly with individuals, families, communities
- Due diligence, procedures and processes are in place to effectively and transparently manage the funds donated
- The organisation is able to communicate the impact and success of funded projects to the Mustique Charitable Trust
- Beneficiaries play a significant role in the development of the organisation
- The project offers a creative, innovative and sustainable solution which can be demonstrated and replicated in other locations
- The project has strong leadership and is supported by the community within which it is based

Other areas of high interest are:

- Addresses a significant gap in provision
- Develops or strengthens good practice
- Takes a risk in order to address a difficult social issue
- Tests out new ideas and practices
- Takes an enterprising approach to achieving aims
- Sets out to influence change and behaviour more widely

We can only fund work that is legally charitable. You do not have to be a registered charity to apply but your constitution must allow you to carry out the work you propose.

## What type of funding do we offer?

We are happy to consider requests to project costs and support packages. These may include running costs.

The size of grants will vary but would not normally exceed EC\$100,000. The aim is to give grants where investment will make a significant difference to the organisation and on each occasion a full cost budget and supporting business plan will be required.

## How will we evaluate your application?

We anticipate receiving many more applications than we can support. Therefore we have to be selective.

As part of our selection process, we look to support work that has the best chance of achieving its objectives or will leave behind knowledge and experience that could benefit others.

Every application for support is different and we will examine each according to the likelihood of it making a difference. Depending on the nature of your application, these are some of the criteria we will apply:

- Strong ideas and well equipped people to carry them out
- Understand the issues you are addressing and have a track record of delivery
- Clear plan or idea and the capacity to deliver it
- Our support will make a difference to your work
- Your work has the potential to be applied more widely and can influence the work of others
- Receiving our support will make you more likely to attract help and engagement from others
- Your organisation will be stronger by the end of the grant and have developed long-term plans for sustainability

## Exclusions: what we will not fund

These are types of work or organisations that the Mustique Charitable Trust does not support.

Also outside the remit of funding, no matter how worthwhile it is:

- Support for a general appeal or circular
- The promotion of religion – please note we will not make grants which promote a particular religious belief but will consider applications from faith- based organisations where the work is not for religious purposes and clearly fits our funding guidelines
- Work that is routine or well-proven elsewhere or with a low impact
- Work that is primarily the responsibility of central or local government
- Our general preference is to fund independent voluntary organisations and not to replace or subsidise statutory funding
- Projects that primarily benefit the independent education sector
- Environmental projects related to animal welfare, zoos, captive breeding and animal rescue centres
- Conservation and historical projects
- Individual energy efficiency or waste reduction schemes, such as recycling, composting, or renewable energy schemes. We will only consider this work if the social benefits are exceptionally strong or there is something groundbreaking about what is proposed
- Retrospective funding meaning support for work that has already taken place
- Any project which promotes a political party

## How are decisions made?

The decision on whether to award a grant is made by the Trustees who meet quarterly or by the donor. The grants team are entirely independent and will not make any funding recommendations to either the Trustees or the donor.

## Obligations

Terms and conditions of the grant will be agreed at the time the grant is awarded. The Mustique Charitable Trust will ask funded projects to report back on how the funds have been spent and what has been achieved.

## Frequently Asked Questions

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### Who can apply?

We make grants for legally charitable work that an organisations constitution allows it to do.

### May I call you to discuss my organisation's application?

Please telephone us to discuss your request. An appointment will be made to visit our office to discuss your request in more detail and lead you through the grant application process.

If you are currently a grant holder, please get in touch with your usual contact at the Mustique Charitable Trust.

### How much can my organisation apply for?

Whatever you feel you need for the work you want to supported but see page five for guidance.

### Do you make grants for more than one year?

Grants may be for one year or longer but generally not more than three years

### When can my organisation apply for a grant?

You are welcome to submit an application at any time. However, we will only deal with one application per organisation at a time.

### How long will I have to wait for a decision? See page three for guidance.

### If my application is refused at either the outline or final stage may I apply again?

You may come back to us with a revised proposal or a new idea.

### What happens if my application is successful?

You will be expected to comply with our standard terms and conditions. Occasionally the nature of a grant can involve special terms and conditions.