



Grant Programme

Guidance for Applicants

UK Friends of the Mustique Charitable Trust

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Mission Statement

UK Friends of 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

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

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 UK Friends of 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 a representative 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.

Step One: Guidance notes

Grants are made by the UK Friends of the Mustique Charitable Trust to:

Grant making priorities

Grants from the Trust are made 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 UK Friends of 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 for project costs and support packages. These may include running costs.

The size of grants will vary but would not normally exceed £25,000. 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 UK Friends 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.

Obligations

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

Step Two: Self assessment checklist

If, having read through the guidance notes, you think that your organisation might qualify for funding from the UK Friends of the Mustique Charitable Trust, please complete this checklist for your own benefit. Only if you can put a tick in each of the boxes should you go to *Step three*

- I have read and understood the information about UK Friends of the Mustique Charitable Trust
- I represent a registered charity or not-for-profit organisations
- The organisation has a constitution that allows it to carry out the work I am going to propose for fund support
- The purpose of the work I am proposing is legally charitable
- The work I would like supported does not appear on the list of exclusions
- The work I am proposing will enable people who are disadvantaged to participate more fully in society
- The work I am proposing is in line with what the UK Friends of the Mustique Charitable Trust is interested in and does one or more of the following:
 - Addresses a significant gap in provision
 - Develops or strengthens good practice
 - Challenges convention and takes a risk in order to address a difficult issue
 - Tests out new ideas or practices
 - Takes an enterprising approach to achieve its aims
 - Sets out to influence policy and change behaviour more widely

Step Three: First stage application

If you ticked all the boxes in the self-assessment checklist, the next step is to let us have a first stage application. This should consist of:

1. Completed application form (see next page)
2. A short statement summarising what you would like to do and why, on no more than two sides of A4 using a font no smaller than 12 point. Please use the following headings:
 - a. Brief description of your organisation with the following information:
 - i) Service provided
 - ii) Organisational structure
 - iii) Brief description for your organisation
 - iv) Brief historical background and track record
 - b. Describe the project that you would like to have funded
 - i) What is the cost?
 - ii) If there is more than one project area that requires funding, list in order of priority
 - iii) How much money are you asking the UK Friends of the Mustique Charitable Trust for?
 - iv) List any other donors that may be providing assistance
 - c. Why you want to do this work and why your organisation is best equipped to carry it out
 - d. What difference the work you would like us to support will make to your organisation and the improvement of life
 - e. Additional information that could advance your application
3. A copy of your organisation's most recent accounts (or a budget for the current year if your organisation is new)
4. Your organisation's constitution, by-laws etc (if you are not a registered charity)
5. We will accept applications by post or email or delivered to the address below.
6. Please make sure that you send (or attach) all the information we ask for at the same time

By post to:

The Trustees, UK Friends of the Mustique Charitable Trust, c/o Dora Loewenstein Associates, 11 Grosvenor Crescent, London SW1X 7EE

T: + 44 20 7201 6844 or F: + 44 20 7235 7190

Or email to: sally@dlaevents.com

Step Three: First stage application *continued*

To complete the outline proposal, please also complete this form

Organisation name:

Organisation address:

Telephone number:

Organisation contact name and position within organisation:

Please confirm you have the authority to make this application by ticking this box

E-mail address: (required, since this will be our main way of contacting you, preferably for your organisation rather than a home email address)

Organisation website address:

Registered Charity number: (if applicable)

Date organisation was established:

Project proposal summary: (no more than 25 words)

Amount requested UK£:

Contact signature (not required if e-mail application)

Frequently asked questions

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 organisations application?

To ensure the most fruitful conversation initially we will need to receive a first stage application form as outlined on pages 8 & 9. We will call you or we will ask our representative in Mustique to call if we need to know more.

If you are currently a grant holder, please get in touch with your usual contact at the UK Friends of 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

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 which you can find on the website. Occasionally the nature of a grant can involve special terms and conditions

About the UK Friends of 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 UK Friends of the MCT will be looking at many charities with a view to lending their support and giving both guidance and funding.

The UK Friends of 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 will be towards children, education, poverty alleviation and medicine to improve opportunities throughout St. Vincent and the Grenadines.

It operates through a Board of Trustees. The UK Friends of the MCT will be working in close collaboration with established charitable organisations on Mustique such as the Mustique Charitable Trust, the Mustique Medical Trust and the Mustique Educational Trust.