



The Magdalen and Lasher Charity
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GUIDELINES FOR GRANT APPLICATIONS
From GROUPS and ORGANISATIONS

The Magdalen and Lasher Charity does not have a standard Grant Application Form for groups and organisations as, by their nature, such applications can vary widely. We prefer to receive a letter setting out the reason for the application and the use to which any Grant will be put. In order to assist the Trustees in assessing your application, please address the following points where relevant and supply (where available) **a copy of your group/organisation's Annual Financial Report or Statement**. Please do not swamp us with paper, however!

The Charity's remit restricts assistance to those who are resident in the Borough of Hastings and have been so for at least three years. Whilst this may be more difficult to ascertain when a group is carrying out an activity such as running a club or society, the principle remains that the users and beneficiaries of the group's service/activity **must be residents of the Borough of Hastings**.

Furthermore, the Charity's remit is for **support of the elderly, the relief of poverty and assistance of those in need**. Grants are made on the basis that the users and beneficiaries of a group's service/activity are in poverty and/or are otherwise "in need" (for example, experiencing ill-health or disability and/or social exclusion) in circumstances where the beneficiary might not reasonably be expected make their own provision.

Finally, **the Charity is unable to make Grants for** the payment of salaries, loans, mortgage payments, **ongoing operating costs**, rental deposits, debts or arrears; for payment of legal costs or visa/passport applications; for the purchase of minibuses, or (other than in very exceptional circumstances) **the repair or maintenance of properties**.

- Who is applying for the Grant? – Name of organisation, a contact name, postal address and contact phone/email.
- Outline your project/activity: what is the Grant to be used for, and who will benefit? If applicable, include supporting documentation (eg quotes for materials).
- Who is responsible for the project? Is it staffed by paid workers/unpaid volunteers? How many people are involved and (if appropriate) are they qualified and DBS-checked?
- **How much are you asking for?** Please put this in the context of total project costs (eg "£500 towards the total cost of £2,500.")
- Sources of other funding so far received, promised or applied for.
- Will the beneficiaries/participants contribute to costs in any way?
- The number and frequency of users/beneficiaries and, if relevant, their ages and composition.
- **To whom (cheque payee or bank details) any Grant award should be paid.**
- Any additional relevant information not included in the above.

Ensure that your application carries sufficient postage to reach us.