



MANX LOTTERY TRUST GRANT SCHEME

GUIDANCE NOTES

SMALLER GRANTS

For grants between £300 and £2,500



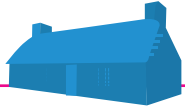


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We update our programmes from time to time, so if you have had this guide for more than three months, contact us or visit our website to check that you have the most up to date version.

We published this version in February 2015.



WELCOME TO THE SMALLER GRANTS PROGRAMME

Please take time to read these guidance notes carefully. They explain who can apply, the kinds of things we will fund, how to apply, what you need to send with your application form and what happens when we receive your application.

THE APPLICATION PROCESS

READ THIS GUIDE

This guide will enable you to understand if we are able to fund your organisation and project, and will help you complete the application form. It also provides information on how we assess your application, and what happens next if you are successful.

COMPLETE YOUR APPLICATION FORM

Send your application to us at least **three months** before your project is due to start to allow us to process your application in time. If you are not sure whether your project is something we can fund, please either call our office line on **(01624) 685745**, or email us on **mltgrants@gov.im**.

We will be very happy to advise you whether the Smaller Grants Programme may be suitable for your project.

In accordance with our **Value for Money Policy**, you need to **obtain quotes** for the items for which you are requesting funding and send them in with your application form.

Please also enclose a copy of your latest **financial statements**.

We will only consider one application from your organisation at a time.

If you are a current grant holder you need to have satisfactorily met all our grant monitoring requirements before applying again.

When you have completed the form you can **email us a copy and post the signed original to us**.

You should send your completed application form to:

**The Grants Officer
Manx Lottery Trust
PO Box 16
Ramsey
IM99 4QF**

We will acknowledge receipt of your application within 5 working days of it being received.

If your application is not complete, it will not be processed. It will be returned to you and you will have 10 working days to send us the missing information.

WE ASSESS YOUR APPLICATION

If you have sent us all the information we need, we will process your application.

During assessment by the grants team, we will read through the application and prepare it for a meeting where the Trustees will consider and make a decision on your application. We may need to ask you some questions to plug any knowledge gaps, so we can present the best possible case for you. The extra questions we come up with are not generic but will be unique to your application and should lead to a stronger chance of success.

Assessment allows you to build a relationship with us through personal contact. It also allows us to keep our application form shorter and less daunting. At this stage we can give you a definite **date for the Trustee meeting** so you know when a decision is going to be made.

WE TELL YOU OUR DECISION

We will write to let you know the outcome of your application during the week following the Trustees' meeting.

If it is successful, we will send you a letter telling you how much the grant is, what it is for and how and when it will be paid

If your application is unsuccessful, we will write to you and tell you why.

START YOUR PROJECT

You can start your project once you receive our letter confirming the grant.

FINISHING YOUR PROJECT

You must complete your project within 12 months of the date of our letter confirming the grant, unless, by exception, the Trustees have awarded a grant over a longer period.

You will be asked to complete an **end of grant report** telling us how the grant has been spent and what was achieved.

We may visit or telephone you, or ask to see original receipts to check how the grant was spent.



SMALLER GRANTS

The Smaller Grants Programme is aimed at local communities and supported by the Manx Lottery Trust. We award grants under this “light touch” programme in a simple and straightforward way.

- The application form is short and simple.
- We aim to tell you our decision within eight weeks of receiving your complete application.

IS SMALLER GRANTS RIGHT FOR YOU?

Do you need between £300 and £2,500?

(For grants between £2,501 and £50,000, please refer to our Community Awards Programme)

- Are you a charity, voluntary or community organisation on the Isle of Man?
- Do you have an IOM-based bank account in the name of your organisation and financial procedures, that both require at least two people who are unrelated and do not live at the same address to sign cheques or make a withdrawal?
- Will your project benefit people living on the Isle of Man?
- Will your project be complete within one year?

If you answered yes to all these questions, then the Smaller Grants Programme could be right for you.

We award grants under this “light touch” programme in a simple and straightforward way.

- The application form is short and simple.
- We aim to tell you our decision within eight weeks of receiving your complete application.

WHO CAN APPLY?

You can apply if:

- you are a voluntary or community organisation, club or association
- you have a bank account that requires at least two people who are unrelated and do not live at the same address to sign each cheque or make a withdrawal
- you have a governing body with at least three unrelated members
- you can finish your project and spend the entire grant within one year of our award.

WE CANNOT AWARD GRANTS TO

- companies that aim to make a profit
- statutory bodies
- individuals.

Please note that:

You can only make one application at a time.

You can hold more than one grant but they must be for different projects.

If you get a grant, you must use it only for the project you set out in the application form. You cannot give the grant or anything purchased with it to any other organisation or individual.

The organisation applying for a grant must be the same organisation that will receive and be responsible for the funding.

WHAT WILL WE PAY FOR?

Smaller Grants can fund a range of projects, such as:

- Purchase of computer and office equipment
- Activities for elderly persons
- Redecoration of premises
- Purchase of uniforms and equipment
- Publicity materials including programmes and advertising
- Educational toys and games
- Materials for use in the project, for example, arts and crafts materials
- Sports equipment.

WHAT WON'T WE PAY FOR?

- The running costs of your organisation (for example, rent, gas, electricity and water bills and maintenance costs, including maintenance of equipment)
- Repeat or regular events and existing activities (although we may consider paying for the extra costs of involving new beneficiaries)
- Items which only benefit individuals, for example, bursaries and kit and equipment that is not shared
- Ongoing staff costs for core services
- Activities promoting religious beliefs
- Political activities
- Activities that the state has a legal obligation to provide
- Loans or interest payments
- Fundraising activities for your organisation or any other group or activity
- Projects with high ongoing costs or that require specialist skills to maintain (unless your organisation can show that it has the funds and skills to maintain the project)
- Projects with property (including temporary buildings), building work (including improvement and refurbishment) or land improvement (including playgrounds) costs of more than £50,000 inclusive of VAT
- Projects that take place or start before you receive our award letter
- Costs incurred or expenditure committed (including deposits) before you receive our award letter
- Contingency costs.

VAT

You may need to pay VAT on purchases made as part of your project and we can pay for this within our grant. Make sure you check whether VAT needs to be included when you develop your budget.

The amount you request should only include VAT where you do not intend to recover this at a later date. If you later find that VAT claimed under the grant becomes recoverable, you must repay this amount to us.

FINANCIAL INFORMATION

You will be required to show all the income you have received and items of expenditure for your last financial year. Your financial year can be for any 12 consecutive months.

You need to send us your most recent annual accounts or statement of income and expenditure.

If your organisation has been running for less than 15 months, you may not be able to give us this information.

Instead we need a 12-month financial projection for the year when you will spend the grant.

This will help us understand what size of organisation you hope to become and show us whether your organisation will be able to deliver the project. Include the amount you are requesting from the Smaller Grants Programme in projected income and what it will be spent on under projected expenditure.

If you are a new organisation you should contact our office on (01624) 685745 for further advice.

QUOTES

In accordance with our **Value for Money Policy**, you need to obtain quotes for the items for which you are requesting funding and send them in with your application form.

INCOMPLETE APPLICATIONS

If you do not send all the information we require, we will not be able to process your application. We will return your application and ask you for the missing information but this may extend the time it takes for you to get a decision from us.



IF YOUR APPLICATION IS UNSUCCESSFUL

We consider all applications in competition with each other and we know that you will be disappointed if we decide not to offer you a grant.

If your application is not successful we will write to you telling you the reasons why. All decisions on applications are final. Please consider our reasons carefully before deciding whether to apply again.

Since we seldom have enough funds to support all the applications we would like to, if you send us the same application again our experience is that it is also likely to be unsuccessful.

Your time may be better spent seeking funds from other sources. We suggest you only apply again for the same project if you can make a much stronger case.

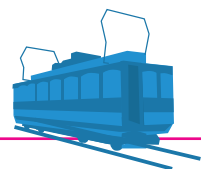
CUSTOMER CARE

We aim to be efficient, polite and supportive in everything we do.

If you think we have treated you unfairly, made mistakes or given you the wrong advice, we have a complaints procedure. You can get this from our website.

You may be disappointed if we turn down your application, but you cannot use the complaints procedure to appeal against our decision if we have followed our procedures correctly.

Making a complaint will not affect your chances of getting a grant from us and it will not affect the level of service you receive.



DATA PROTECTION AND FREEDOM OF INFORMATION

DATA PROTECTION

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award to you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

FREEDOM OF INFORMATION

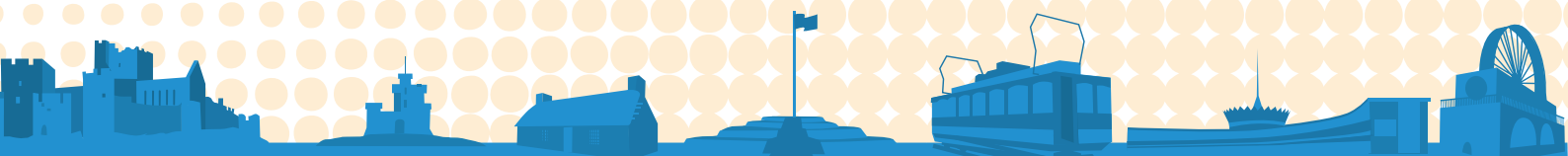
Freedom of Information legislation gives members of the public the right to request any information that we hold.

This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under Freedom of Information legislation we will release it, subject to exemptions, although we may consult with you first.

If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.





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