



# MANX LOTTERY TRUST GRANT SCHEME

## APPLICATION FORM SMALLER GRANTS APPLICATION FORM

For grants between £300 and £2,500





# SMALLER GRANTS APPLICATION FORM

The **Smaller Grants Application Form** enables you to tell us about your organisation and the project you would like us to fund.

- Please ensure that you read the **Guidance Notes** before completing the application form.
- When you have completed the form, you can **email us a copy** of the completed form, but you will also need to **post the signed original to us**.
- Please write clearly in black ink, or if typing, in 10 point font.

If you are not sure how to answer any questions, we will be happy to help.

Our contact details are given below.

**Manx Lottery Trust**  
The Stamp Room, 2nd Floor  
Bourne Concourse  
Ramsey  
IM8 1JJ

Telephone: 0800 047 0036

E-mail: [grants@mlt.org.im](mailto:grants@mlt.org.im)

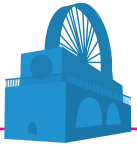
NB: Please note that the office is manned on a part-time basis.

We update our programmes from time to time, so if you have had this form 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 November 2024.

## HOW DID YOU HEAR ABOUT US?

- |  |   |
|--|---|
| <input type="checkbox"/> Social media                        | <input type="checkbox"/> Newspapers                     |
| <input type="checkbox"/> Online news / news websites         | <input type="checkbox"/> Magazines                      |
| <input type="checkbox"/> Digital display screens             | <input type="checkbox"/> Radio                          |
| <input type="checkbox"/> Buses                               | <input type="checkbox"/> Word of mouth / recommendation |
| <input type="checkbox"/> Other (please specify in box below) | <input type="checkbox"/> Presentation                   |



## SECTION 1: ORGANISATION DETAILS

### 1. NAME OF YOUR ORGANISATION

Address of organisation (this may be where the organisation is based or where activities take place).

Email address, if applicable

Tell us what type of organisation you are by ticking the relevant box and filling in any relevant boxes.

Registered charity

Charity No.

Voluntary/Community Organisation

Other

Please specify

### 2. MAIN CONTACT FOR THIS APPLICATION

This must be someone from your organisation who can be contacted to talk about your project.

Title

First name

Surname

Position in organisation

Home address, including postcode. If you are applying on behalf of a statutory body, please provide your business address including postcode (if different from address in Q1).

Email address, if applicable

Phone Number Day

Evening

At least one of these should be a **landline telephone number**.

## 2. MAIN CONTACT FOR THIS APPLICATION (CONTINUED)

Contact address – where all correspondence will be sent (if different from the main contact's address).



## ABOUT THE PROJECT OR ACTIVITIES YOU ARE PLANNING

### 3. WHAT IS THE NAME OF YOUR PROJECT?

### 4. WHEN IS THE PROJECT TO TAKE PLACE?

Start date (month/year)

End date (month/year)

Is your start date fixed?

Or flexible?

### 5. WHAT PROJECT OR ACTIVITIES WILL TAKE PLACE IF YOU RECEIVE A GRANT?

## 6. HOW MANY PEOPLE DO YOU EXPECT TO BENEFIT DIRECTLY FROM YOUR PROJECT OR ACTIVITY?

If you cannot be exact an estimate will be sufficient. Please indicate how you arrived at the figure.

## 7. WHAT AGES ARE THE PEOPLE WHO YOU HOPE TO BENEFIT THROUGH YOUR

Use the figure in Q7 to estimate how many people fit each group.

0-24  25-64  65+  All Ages

## 8. HOW MUCH IS YOUR PROJECT GOING TO COST AND HOW MUCH DO YOU NEED FROM THE MANX LOTTERY TRUST?

Please provide as much detail as you can.

Item or activity	A Total cost	B Amount requested from Smaller Grants
	£	£
	£	£
	£	£
	£	£
	£	£
<b>Totals</b>	£	£

## 9. PROVIDE THE FOLLOWING DETAILS FROM YOUR MOST RECENT ANNUAL ACCOUNTS

Account year ending: Day/Month/Year

D

D

M

M

Y

Y

Total (gross) income

£

Total expenditure

£

Balance at year end

£

Savings (reserves, cash, investments)

£

Organisations that have run for one year or more must complete this question and submit a copy of their latest approved accounts

If you have been running for less than one year, do not complete this question but remember to send us a financial projection for the year when you will spend the grant.

If your savings are more than your annual expenditure, what are they for?

**10. DOES YOUR PROJECT INVOLVE WORK WITH CHILDREN, YOUNG PEOPLE UNDER THE AGE OF 18 OR VULNERABLE ADULTS?**

YES  NO

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisations work and the project you are asking us to fund
- review your safeguarding policies at least every year complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking:
  - criminal records and taking up references
  - check criminal records at least every three years
  - follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
  - provide child protection and health and safety training or guidance for staff and volunteers
  - carry out a risk assessment, if appropriate
  - secure extra insurance cover, if appropriate.

Does your organisation meet these requirements YES  NO

**11. DO YOU HAVE ANY OF THE FOLLOWING?**

Public liability insurance YES  NO

Leaders qualifications YES  NO

Affiliation to a governing body YES  NO

Other insurance YES  NO

If you answered yes to any of the above, please give more details.

You can write up to 1,200 characters with spaces (about 150 words)



# DECLARATION

**IMPORTANT – This declaration must be signed by the person named in Question 2**

I confirm that the organisation named in Question 1 of this application form has authorised me to sign this application form on its behalf.

I certify that the information given in this application is true and confirm that any enclosures are current, accurate and adopted or approved by our organisation.

I have not altered or deleted the original wording and structure of this application form as it was originally provided or added to it in any way.

I have enclosed a copy of the organisation's latest approved accounts

I have enclosed quotes for the items for which we are requesting funding

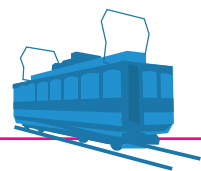
## Contact

Name

Position in organisation

Signature

Date



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

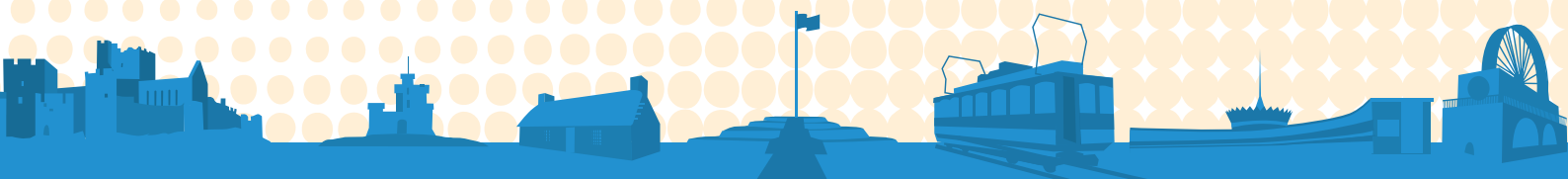
If information is requested under the Freedom of Information Act 2000 (UK) we will release it, to the extent to which requests under the Act extend to information held in the Isle of Man, subject to exemptions, although we may consult with you first.

Please note that the Manx Lottery Trust is not included within Schedule 1 of the Freedom of Information Act 2015 (Isle of Man).

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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