



**Grant
Application
Form
For Groups**

Grant Application Form For Groups

Please read carefully the attached guidance notes before completing this form.

1 Contact details

Full name of organisation	
Address	
Postcode	
SCIO No. (if applicable)	

Please provide a contact for your organisation

Full name	
Position held organisation	
Address	
Postcode	
Telephone	
Mobile	
Email	

2 Have you applied to JMA Trust before?

YES NO (If yes complete below)

Year	Amount received

3 Please enter the purpose(s) your application relates to:

Health	<input type="checkbox"/>	Participation in sport	<input type="checkbox"/>
Unemployment	<input type="checkbox"/>	Prevention/relief from poverty	<input type="checkbox"/>
Education	<input type="checkbox"/>	Relief from ill health, disability or financial hardship	<input type="checkbox"/>

4. Tell us about your organisation, why you are applying to the JMA Trust and the specific need or disadvantage you intend to address. (Max 250 words)

5. Tell us how you plan to address the identified need and how a grant from the JMA Trust will support this course of action. (Max 250 words)

6. If you were to receive a grant from the JMA Trust, what outcomes would you hope to achieve? How do you plan on measuring progress towards these outcomes? (Max 400 words)

7 Please provide a breakdown of the costs of your funding request. (Include VAT where it applies).

Item or activity	Amount sought
	£
	£
	£
	£
TOTAL	£

Is this the total cost of the project or action described in Question 4?

YES NO

If no, please complete section 8.

If yes, please go straight to section 9.

8 Additional funding

a What is the total cost of the project/action?

b How will you meet the additional costs of the project/action, e.g. with existing funds, in-kind contribution or an award from another funding body? Please provide details.

9. Please give the following details from your most recent annual accounts (or income and expenditure report if no audited accounts are available)

Accounts for year ending	Day	Month	Year
Total (gross) income			£
Total expenditure			£
Profit or loss for the year			£
Savings (reserves, cash or investments)			£

10. Does your organisation receive funding from any other sources?

YES NO

If yes, please provide details.

11. Does your group do its own fundraising?

YES NO

If yes, please provide details.

12 How did you hear about the JMA Trust?

13 Are you willing to complete an end of award report?

YES NO

If No, please tell us why.

14 Declaration

To the best of my knowledge, the information provided on this application is true and accurate. I confirm that I am happy with the content in this application and authorise the JMA Trust to use this to make decisions.

Please check box to confirm

YES NO

The information which you have supplied when completing your application form will be used in accordance with the Data Protection Act 1998, and will be used only to enable the JMA Trust to process your application. The information will be kept securely, and will be kept no longer than necessary.

Do you agree with these terms?

Please check box to confirm your agreement

YES NO

I confirm that the information I have provided is accurate:

Signed

Print name

Date

Please send completed applications to the following address:

**JMA Trust
Nevis Capital LLP, 4th Floor, 221 West George Street, Glasgow, G2 2ND**

Eligibility and Application

Guidance for Organisations

Thank you for considering an application to the JMA Trust. Please read carefully the following guidelines to determine whether or not you are eligible to apply. Details on the kind of information we are looking for in each section of the application form are also outlined below.

The JMA Trust's Charitable Purposes

The JMA Trust was established for the following charitable purposes:

- To advance health;
- To advance education;
- To advance public participation in sport;
- To relieve unemployment;
- To promote prevention or relief of poverty; and
- To relieve those in need by ill-health, disability, financial hardship or other disadvantage.

You must be able to show how your application relates to at least one of these purposes.

Eligibility

Applications to the JMA Trust are invited from:

- Individuals who are resident in Scotland and can demonstrate need within at least one of the Trust's stated purposes.
- Charitable organisations working within Scotland who address at least one of the Trust's stated purposes.
- Young people aged 15-25 years, and organisations which support or provide opportunities for this demographic, to fulfil their potential in cultural, educational and social aspects of their lives; including achievement of sustainable long term employment.
- Sports clubs/groups based in Dumfries and Galloway (D & G) (maximum award: £1000). At this time, the Trust will not consider applications from sports clubs/groups outwith D & G.
- Schools in D & G (maximum award: £1000). At this time, the Trust will not consider applications from schools outwith D & G.

Awards Process

The JMA Trust is a small charity. The typical size of an award to an individual falls between £100-£1000. For groups/organisations, the typical size of an award is £200-£2000, and is unlikely to exceed £3000. Awards to D & G schools and sports clubs/groups are limited to £1000.

The JMA Trust meets four times per year to consider applications. Deadlines for applications throughout the year can be found on the Trust's website and social media channels. We will aim to inform applicants whether or not they have been successful within 1 month of each deadline. All decisions of the Trust's awards committee are final.

Completing the Application Form

The application form is your chance to tell us about yourself and how an award from the Trust would make a difference to your life. Please try and answer each question as openly and honestly as you can.

- Please complete the form in black ink.
- If a section does not apply to you, please mark 'not applicable' (n/a).
- Please observe word limits. However, if you run out of space in any section, continue your answer on a separate sheet of paper.
- If you are providing any supporting documentation, please use copies rather than originals.

N.B. There is a separate application form for individuals, which can be found on the Trust's website.

1. Contact details.

Please provide up-to-date details of the organisation and a contact for the application.

2. Have you received an award from the JMA Trust before?

Please inform us if you have received funds from the JMA Trust before. This will not automatically preclude your application this time.

3. Please enter the purpose(s) your application relates to.

Remember, your application must demonstrate relevance to at least one of the Trust's charitable purposes. In sections 4, 5 and 6, you should try to highlight how your application relates to the purpose(s) you have selected.

4. Tell us about your organisation, why you are applying to the JMA Trust and the specific need or disadvantage you intend to address. (max 250 words)

Please tell us about what your organisation does. Help us to understand why it is eligible to receive an award from the JMA Trust.

5. Tell us how you plan to address the identified need and how a grant from the JMA Trust will support this course of action. (max 250 words)

In this section, we are looking for specific details on how you would use an award from the Trust.

6. If you were to receive a grant from the JMA Trust, what outcomes would you hope to achieve? How do you plan on measuring progress towards these outcomes? (Max 400 words)

Think about how an award will impact on the work of your organisation. What kind of outcomes would you hope to achieve with the assistance of the Trust?

7. Please provide a breakdown of the costs of your funding request. (Include VAT where it applies).

Please give as much detail as possible on the costs the award would be used to meet. Where appropriate, the Trust may request receipts as a condition of the award.

8. Additional funding

a) What is the total cost of the project/action?

If the amount requested from the Trust does not meet the full cost of the proposed action/project, please tell us the total cost.

b) How will you meet the additional costs of the project/action, e.g. existing funds, in-kind contribution or an award from another funding body? Please provide details.

Let us know how you will meet the total cost of the project/action. If you are applying to other funding bodies, for example, please give us details on their name(s), the amount requested and when you will receive a decision. In such cases, we may request proof of other sources of funding before granting an award.

9. Please give the following details from your most recent annual accounts (or income and expenditure report if no audited accounts are available)

Details of income and expenditure will allow us to understand the size and scope of your organisation and how a JMA grant may impact.

10. Does your organisation receive funding from any other sources?

Please tell us about any funding your organisation receives. Help us understand a little more about your organisation and how it is funded.

11. Does your group do its own fundraising?

Please tell us about any fundraising activities your group engages in. Help us understand a little more about your organisation and how it is funded.

12. How did you hear about the JMA Trust?

Please tell us how you became aware of the Trust. This will help us to enhance our own communications and outreach.

13. Are you willing to complete an end of an award report?

12. Declaration

Please read over the application and ensure all the information you have provided is accurate.