

10 steps to help you make your best application to the Charity of MCKS Ireland.

Please take a few minutes to read our step-by-step guide; it will help ensure your group make the best possible application for support.

1. Are you eligible? What groups can apply to the Charity for support?

- Your group must be a voluntary, community or small, local not-for-profit organisation.

2. What groups are ineligible to apply for support?

- Applications from private, profit-making, or commercial organisations
- Applications from individuals or for individual benefit.
- Applications for a project promoting religious or political beliefs

3. What type of applications are considered for support?

Local projects which improve the quality of life, our community. Applications are considered across the following headings:

- Extra-curricular school initiatives that broaden experiences for local pupils
- Facilities, activities and services for local people in our community
- Feeding – Educational / Self Development– Mental Health Programmes.
- Relief and assistance of the sick and elderly.
- Capital projects and Refurbishments.

4. What type of applications are not considered for support?

- Projects where there is a clear statutory or public services responsibility.
- Projects seeking support for salary or routine administration costs e.g. rent, utilities, insurance
- Projects seeking support for items that mainly benefit individuals.
- Projects that have started or incurred expenditure before funding is sought or confirmed

5. Common mistakes to avoid when making your application:

- No project receives 100% of its costs; typically, projects receive between 50 & 70% of their costs so make sure to budget & outline your costs in your application accordingly.
- Each group can make one application to the community fund per calendar year. Only one application from any group will be considered at any one time. A previous year's application to the fund must be concluded before funding for a new project can be sought.

6. Make your application in good time

- Complete the application form, taking note of all the fund's terms & conditions that are included in the application form before making your submission

- Application forms can be completed online or printed out and completed by hand.
- Make sure you've answered all the questions and submitted your budget costings and quotations as directed.
- Ensure your application is sent into the Charity ahead of the closing date – keep an eye on closing dates as there are 4 closing dates for 2021. If your application has a specific timeline/date it is important that it is received in good time, so try not to leave submissions to the last minute!

7. What happens after our application is submitted?

- You will receive a written acknowledgement within 1 working week of the closing date confirming receipt of your application and information on next steps.
- Incomplete applications will be returned for a re-submission so it is important you ensure to answer all questions and supply the necessary quotes and costings as outlined on the application form to ensure your application is not held up.
- The independent committee who administer the fund on behalf of the Charity meet on a quarterly basis to assess each round of applications. All applicants will be notified of the Committee's decision within 1 week of the meeting taking place. Successful applicants will receive a letter confirming funding allocation & next steps.

8. Getting your project started!

- You can start your project once you receive your confirmation letter from the Charity. Don't forget to take photographs and videos of your project or event which you will need to be able to share with the funding committee when your project is complete.
- Keep the Charity updated on your progress & if there are any unforeseen delays or challenges, please let us know as soon as you can. Don't forget, the committee love to be invited along to events & meet with groups that are supported by the Charity – make sure to send invitations in good time by email info@mckscharity.ie

9. Acknowledgement of support

All local groups are requested to acknowledge the Charity's support as this helps generate further awareness in the community area. Specific guidelines for your project will be enclosed with your funding letter

10. Finishing your project & drawing down funding

- Your project must be completed within 12 months of the date confirming the funding award – if there are any unforeseen delays, please let us know as soon as you can.
- Once the project is complete, please send them along with a short project report & video or photographs of the project to the Charity.