Grant Application Guidance Notes

Please ensure that you have read the Frequently Asked Questions included in the guidance notes at page 3 before completing the Application Form

1. CATEGORY

Please confirm if you are applying as an Organisation, Charity or Private Individual. Please tick one box only.

2. CONTACT DETAILS

Please complete the details of the name of the Organisation, Individual or Charity that is applying and who we should contact in regard to the application. Only authorised staff may submit applications on behalf of their Organisation or Charity.

If the details of the contact person differ to the Organisation/Charity address, please insert the details of the contactable person.

3. CURRENT ACTIVITIES OF ORGANISATION OR CHARITY

Please only complete this section if you are applying as an Organisation or a Charity.

(a) Please provide a brief overview of the services your Organisation or Charity offer. For example if you are a Children's Charity, please describe what areas of child support your Charity focuses on.

(b) A brief description of activities that are relevant to the project you are seeking funding for should be inserted.

For example, if you are seeking support for an academic project, provide detail of the current areas of research that you are involved in and how it relates to the project that you are seeking support for.

(c) Brief overview on how many people your Charity/Organisation supports, the specific geographical regions that will benefit and any particular sectors of the community that will be involved.

For example, if your Charity/Organisation supports rehabilitation of cancer patients and the care is based in Northern Ireland please provide detail of the work that will be involved.

4. CURRENT ACTIVITIES OF PRIVATE INDIVIDUAL

(a) Please confirm if you are employed/self-employed/student and how your current activities will support the project.

For example, if you are a nurse and your experience as a carer will assist you in your project please detail how your knowledge will assist the project.

5. PROJECT DETAILS

Please provide a description of the project title, a brief overview of the project, and the commencement and finish date of the project.

6. PROJECT BACKGROUND

Please provide details on the why the project is needed, the purpose of the Project and what it aims to do.

7. PROJECT SUMMARY

Please describe the project, how it is distinctive from other Projects, how The McClay Foundation funding will support the project, and what will be achieved.

8. PROJECT BENEFITS

Please define who will benefit from the project, any particular sectors that it will develop and the volume of people who will be involved or will receive a benefit.

9. GRANT REQUEST

Please complete a detailed budget of the funds required and what the funds will be used for. The McClay Foundation cannot accept more than one application from the same applicant in any one year.

10. INCOME FOR PROJECT FROM OTHER FUNDING BODIES

Please detail any guaranteed funding from other Trusts or Funding Bodies and the amount of support offered.

11. INCOME FROM OTHER SOURCES

Please detail the financial position of the applicant and demonstrate your financial competence to administer grant support.

For example, please provide evidence of previous projects where you have managed a grant or list your experience with managing funds and financial accounts.

12. REPORTING TO THE McCLAY FOUNDATION

Please summarise how the applicant will report progress to The McClay Foundation and the impact of the project on the applicant and wider community.

13. PREVIOUS APPLICATIONS TO THE FOUNDATION

Please list any other applications or support received from The McClay Foundation.

14. ADDITIONAL INFORMATION

Please select one option of how you heard about The McClay Foundation.

15. DECLARATION

Only signed and dated Application Forms will be accepted. Only authorised signatories may sign on behalf of Companies or Charities.

Frequently Asked Questions

1. WHAT IS THE McCLAY FOUNDATION?

Sir Allen McClay established The McClay Foundation on 31st July 2008, a company limited by guarantee having charitable status, one of the first of its kind in Northern Ireland. Prior to this on 23rd May 1997, Sir Allen McClay had established The McClay Trust, a charitable trust constituted by a Declaration of Trust. Transfer of the assets of the Trust to the Foundation took place on 16th February 2009.

2. WHAT ARE THE AIMS OF THE McCLAY FOUNDATION?

- Advance the use of diagnostic tools and drugs in the prevention, control and cure of disease;
- Support and encourage research and innovation;
- Ensure latest advances in healthcare are available to all, including developing countries;
- Generate and promote employment opportunities.

3. IS MY PROJECT ELIGIBLE FOR SUPPORT?

The McClay Foundation Trustees will consider all applications that meet the objectives of The McClay Foundation. The Trustees will consider applications from Companies, Charities or private individuals. Applicants should limit their applications to The McClay Foundation to one per year. Multiple applications from the same applicant are not accepted.

4. HOW DO I APPLY FOR SUPPORT?

Applicants must complete the Grant Application Form to be considered eligible. Please read the "Grant Application Notes" before completing the Grant Application Form. Forms must be sent by post to Colin Hayburn, The McClay Foundation, 20 Seagoe Industrial Estate, Craigavon, BT63 5QD. Applicants should not send applications via email or fax.

5. WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

The Trustees will review your application at the next board meeting of The McClay Foundation. This may be a number of months from when you have submitted your application and therefore immediate response should not be expected.

The McClay Foundation has limited resources and therefore cannot support every project. If your application is unsuccessful The McClay Foundation will send you a letter advising that support could not be provided.

If your application is eligible The McClay Foundation may ask for further information before offering funding. Please be advised that The McClay Foundation may not offer all of the grant that you have requested and portion of support may only be available.

6. IF I AM SUCCESSFUL WHAT DO I NEED TO DO?

The Trustees may agree with the successful applicant certain conditions around support. The McClay Foundation will require evidence of how the money was used and the successful applicant will be required to provide supporting reports and documents. The McClay Foundation will at their discretion require regular updates on how the project is progressing.