



THE MAKE A DIFFERENCE TRUST

Registered Charity Number 1124014

HIV/AIDS Organisations Projects Grant Application Criteria and Procedure

First Floor
54 Greek Street
Soho
London
W1D 3DS

Tel: 0207 734 5683

Email: grants@madtrust.org.uk

www.madtrust.org.uk

The Make A Difference Trust (t/a TheatreMAD) – A Background

The Make A Difference Trust was formed by original founders and volunteers of West End Cares and Theatrecares in May 2008 to support people living with HIV and AIDS in the UK and overseas, and people working in the entertainment industry living with other long term conditions. The Charity's trading company, Make A Difference Enterprises Ltd, raises funds through brands such as TheatreMAD (Theatre: Make A Difference) known for such events as the annual Theatre Bucket Collections, West End Eurovision, A West End Christmas etc. More information on both our fundraising and our disbursement can be found on our website at www.madtrust.org.uk

Mission Statement

The Make A Difference Trust exists to make a difference to the lives of people living with HIV and AIDS; and, people working in the entertainment industry living with other long term medical conditions. We relieve poverty and illness, educate, and support home-based and community care programmes through independent fundraising and grant making.

Charitable Objectives

To relieve sickness and health and to preserve health, in particular but without limitation, by providing assistance to:

- a. those who are living with Human Immune deficiency Virus ("HIV"), and Acquired Immune Deficiency Syndrome ("AIDS"); and,
- b. members of the entertainment industry, their partners, relations and dependants who are living with long term conditions.

The Make A Difference Trust targets its grant making activities towards making a tangible difference in both the day to day lives of: people living with HIV/AIDS as well as raising the public awareness and educating about the virus; and, people working in the entertainment industry living with other long term conditions.

Application Criteria

The aim of The Make A Difference Trust grant making is to make a difference to the lives of communities living with HIV and AIDS through criteria funding.

Who is eligible to apply?

- Any charity that is currently registered within the UK and is running activities to benefit those living with, or at risk from, HIV/AIDS. Priority is given to supporting projects and organisations working within the UK.

Exclusions:

- Any organisation looking to The Make A Difference Trust to replace statutory funding or where the request being made is a specific statutory responsibility.
- Organisations requesting retrospective funding.
- The Make A Difference Trust will only support an organisation for 3 consecutive years. After this a twelve-month period must be achieved from the end of the third year before a new request will be considered.
- Conference costs.
- Ongoing core revenue costs.

When to apply?

- Organisational applications are considered by Trustees twice a year in **February** and **September**.

Please note: Organisations seeking to apply for funding should recognise that the resources of the Trust are relatively limited in its first few years of operation and seek to apply for grants of no more than £5,000 in any one year.

Criteria for Funding

(Please note that your application must meet at least one of the following criteria.)

1. Vulnerable Children and Orphans

The Make A Difference Trust will consider projects that support programs that identify and work with vulnerable children and orphans with, and as a result of, HIV and AIDS.

2. Home-based and Community Care

The Make A Difference Trust will consider projects that work alongside HART (highly active retroviral treatments) and in place of them.

3. Relief of Poverty

The Make A Difference Trust will consider projects that offer financial support to individuals experiencing poverty as a result of living with HIV/AIDS.

4. Education

The Make A Difference Trust will consider projects that offer education & training to people about HIV/AIDS, and thereby empower them *to make a difference* in their community.

5. HIV and Mental Health

The Make A Difference Trust will consider projects that identify and address issues of mental health and HIV: in particular, amongst teenagers and young people, where mental health from a positive diagnosis; or, where mental health results from a child losing both parents.

Please note that an application must specifically meet the set criteria.

Application Procedure

(Please read the following carefully **before** submitting an application)

Step 1 **Criteria**

- Read through the criteria and ensure that your organisation is eligible to apply and that your project meets the current published criteria.

Step 2 **Application Form**

- Once you are happy that your project meets The Make A Difference Trust's criteria, please complete a Project Application Form.
- Please ensure that you include all the requested documentation.
- Applications will only be accepted on an official Application Form.

Step 3 **Assessment & Eligibility Check**

- Submissions from 'step 2' will be initially assessed by the Projects & Grants Committee, taking advice from other The Make A Difference departments where appropriate.
- Submissions that do not meet the criteria in a clear and demonstrated fashion will be rejected.
- Organisations who are ineligible to apply will be rejected
- Submissions which are unclear or which do not address all the required elements as stated in 'step 2' will be returned for further work.

Step 4 **Full Assessment**

- Where The Make A Difference Trust wishes to pursue an application beyond 'step 3' we will inform you at this point of the time scale expected to make a final decision and to arrange a site visit to discuss your project.
- Once all submissions have been received and a site visit has taken place, your application will be submitted to the Projects & Grants Committee at their next meeting for consideration.

Step 5 **Projects & Grants Committee**

- Where the Projects & Grants Committee consider making a grant would be appropriate, a recommendation is made to The Make A Difference Trust Board of Trustees. (Step 6)
- Where the Projects & Grants Committee does not support a grant, this will be rejected.

Step 6 **The Make A Difference Trust Board Decision**

- The Make A Difference Trust Board of Trustees will meet twice a year (April & October) and will consider the recommendations of the Projects & Grants Committee. At this meeting the final decision will be made and where the grant is agreed a cheque will be drawn up and forwarded to the project.

What to do if you disagree with The Make A Difference Trust's decision

Steps 3, 4 & 5 – If you disagree with the decision of the Grants and Projects Committee decision at this stage in your application, please write a letter, keeping the detail clear and concise. Please outline your concerns ensuring that your contact details are correct and where possible giving an email address for communication.

Please forward this to:

Mr David Pendlebury, Chairman,
The Make A Difference Trust,
First Floor
54 Greek Street
Soho
London
W1D 3DS

Step 6 – Please note that the decision of the Board of Trustees is final.

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