



MADDY'S MARK



[www.maddysmark.com](http://www.maddysmark.com)

York House, Mill Lane, Petersfield, Hampshire, GU32 2AJ  
Email: [maddysmark@gmail.com](mailto:maddysmark@gmail.com)

## Maddy's Mark Project Application Form

Thank you for applying to Maddy's Mark for a grant to support your organisation.

The following process is applied to all projects.

- Completed application received and assessed by our the Project Committee of Trustees .
- Due diligence checks will be carried out.
- Checks carried out and if required contact with the applicant for clarification.
- Once cleared, a request for inspection issued by Project Inspectors who could visit the applicant and review the application.
- Assuming the project is considered appropriate for Maddy's Mark an "Agreement in Principle" confirmation is issued to the Applicant that will include the date that the application will be considered by the Council of Trustees.
- **NO COMMITMENT BY MADDY'S MARK IS MADE** until the Council of Trustees has approved the project and the grant letter is issued.
- If approved a grant letter will be issued that will include the amount to be provided together with any terms and conditions applying to the grant. A sample grant letter can be provided if required.

Should you have any questions during this process please email [maddysmark@gmail.com](mailto:maddysmark@gmail.com)



Maddy's Mark is a company Limited by Guarantee.

Reg Office Address: York House, Mill Lane, Petersfield, Hampshire, GU32 2AJ

Company Reg No: 14095028

Maddy's Mark is a registered charity in England and Wales (Reg No: 1200071)

Page 1 of 16



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## Maddy's Mark Project Criteria

Projects must fall within Maddy's Mark Vision Statement: "Our aim is to teach young women multiple skills that increase their resilience, self-reliance, and confidence."

If a project is educational focused the following must apply:

- There must be a key rugby element to engage children and young women.
- Must have a clearly defined project brief to include detail on description of project need and objectives, stakeholders, description of participants (age, gender, geography), recruitment of participants, project activity and budget, legacy planning, monitoring and evaluation and finally reporting to Maddy's Mark
- Grants will be considered for kit and equipment, salaries and administration costs.

## Badging:

**For brand recognition purposes all Projects of a physical nature should have the facility of being badged (e.g. 'Maddy's Mark Project').** Maddy's Mark's supporters can then recognise their contribution within their local communities and general awareness of Maddy's Mark can be increased. It is important that the badging be consistent and of a high standard.

## Beneficiaries:

The project must enhance and support the lives of young women (under 25) that are disadvantaged physically, mentally or socially.

The project must work directly with children and young women and have a positive influence on their lives from the activities or service provided.

The beneficiaries must be located in UK.

The project beneficiaries must be a group. Maddy's Mark cannot make grants to individuals.





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## Contractors and Suppliers:

Maddy's Mark does not recommend contractors or suppliers.

## Grant Amount:

There is neither a minimum nor a maximum grant level. However, it is unlikely that a project of a physical nature that is under £5,000 will have sufficient substance and scale to qualify under the 'projected lifespan' rule. Maddy's Mark's contribution may be up to 100% of the cost, though beneficiary organisations will be encouraged, where practicable, to raise a proportion themselves.

In exceptional cases a project spend of less than £5,000 may be approved if it can be shown that without Maddy's Mark's grant the project would not go ahead or if the making of the grant would result in the region concerned being able to leverage substantial additional support or publicity for Maddy's Mark in the area.

## Grant Use:

Maddy's Mark's commitment to a grant remains subject to the raising of funds, although we plan our commitments accordingly.

Grants from Maddy's Mark are for the **sole purpose** of the project and must not be retained or used for any other purpose without the prior agreement of Maddy's Mark.

Should the purpose that the grant is provided change, stop or the organisation ends then a proportion of the grant will be repayable.

## Monitoring and Evaluating:

Applicants are expected to monitor and evaluate the ongoing performance of the project by providing a case study incorporating (before, during, and after where relevant) photographs and highlighting the benefits that it has brought to an individual member of the user group.





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Please note that we will use these photos and case studies on our website and in other marketing literature to promote the projects Maddy's Mark funds (see Publicity below).

Applicants should therefore ensure that they have all the right permissions for this information before sharing it with us.

Maddy's Mark will request information from you after 2 and 5 years so we can measure the impact of our donation.

### **Organisations:**

Maddy's Mark can only make grants to organisations with a legal status. For example, schools, charities, and clubs.

We can fund applications from groups working in partnership, but one organisation must take the lead for the application and be the primary beneficiary and point of contact.

We do not accept multiple applications from the same organisation while an application is being considered, unless the organisation is working in partnership, as stated above.

### **Payment Schedule:**

Maddy's Mark would normally expect to make funds available to 75% of the total cost. This will be paid up-front on approval of the application form and signed Service Level Agreement.

15% of the total cost will be paid on successful completion of 6/12 weekly sessions of the Project; and

The remaining balance of 10% will be payable on the successful completion of all the Project KPIs and the provision of the required feedback surveys and end of season report.

All payments are subject to receipt of a suitable invoice sent to [maddysmark@gmail.com](mailto:maddysmark@gmail.com). Maddy's Mark will make its grant payment by BACS transfer, usually within 14 days of receiving the claim for payment. Please confirm your bank details by either a redacted bank statement or a paying in slip. This is just to try and cover any typos in the bank details.





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## Publicity:

Photographic and public relations opportunities should also be taken, where possible. Opportunities might include the cutting of the first sod on site, payment of the cheque from Maddy's Mark or the official opening of the project. Except in rare, justified circumstances, beneficiaries of grants are expected to cooperate in appropriate publicity for the project as it progresses and to allow subsequent occasional pre-arranged access for employees of Maddy's Mark's significant corporate sponsors. This activity helps to raise the Maddy's Mark profile and increase funds for project expenditure.

## Safeguarding:

Organisations should expect to demonstrate they have policies in place to protect children and young people in their care whilst also supporting their development. In addition, the safeguarding and child protection policies should be in line with the policies adopted by Maddy's Mark.

## Financial Sustainability:

We encourage our projects to be sustainable. It is the responsibility of applicants supported by Maddy's Mark to identify localised funding streams to ensure sustainability of the activities and that the project continues to be delivered for the benefit of disadvantaged children and young women under the age of 25.

For more information, please contact the Projects team by email

[maddysmark@gmail.com](mailto:maddysmark@gmail.com)



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Page 5 of 16



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### 1. Applicant Organisation details

Organisation name	Click here to enter text.
Charity/ company number, (as appropriate)	Click here to enter text.
Organisation address (including postcode)	Click here to enter text.
Website	Click here to enter text.
Brief description of the organisation	Click here to enter text.
Tenure in premises	Click here to enter text.
If premises leased, when it expires	Click here to enter text.
Local Authority Area	Click here to enter text.
Annual income and expenditure last financial year	Click here to enter text.
Number of individual service users under 25 years old per annum (whole organisation)	Click here to enter text.

### 2. Project contact details

Who will be the primary contact for Maddy's Mark?

Name	Click here to enter text.
Tel. Work	Click here to enter text.
Tel. Mobile	Click here to enter text.
Tel. Home	Click here to enter text.
E-mail address	Click here to enter text.





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### 3. Project Details

Project type (please tick)	Health & Wellbeing <input type="checkbox"/> Sensory Rooms & Gardens <input type="checkbox"/> Specialist equipment and facilities <input type="checkbox"/> Playgrounds & Outdoor Activities <input type="checkbox"/> Education <input type="checkbox"/>
Project name	Click here to enter text.
Project address including post code (if different from organisation address)	Click here to enter text.
Brief description of the project	Click here to enter text.
What are the objectives of the project? (three are preferable)	Click here to enter text.
How many beneficiaries will benefit from the project?	Click here to enter text.
Please describe the gender and age of beneficiaries (insert approx. no. for each group)	Gender:            Female Male Unspecified  Age:            0-4            5-11            12-18            19-25
Please describe the ethnicity of beneficiaries (insert approx. no. for each group)	<b>White</b> 1. English / Welsh / Scottish / Northern Irish / British





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	<p>2. Irish</p> <p>3. Gypsy or Irish Traveller</p>							
	<p>4. Any other White background, please describe</p> <p><a href="#">Click here to enter text.</a></p>							
	<p><b>Mixed / Multiple ethnic groups</b></p>							
	<p>5. White and Black Caribbean</p> <p>6. White and Black African</p> <p>7. White and Asian</p>							
	<p>8. Any other Mixed / Multiple ethnic background</p>							
	<p><b>Asian / Asian British</b></p>							
	<p>9. Indian</p> <p>10. Pakistani</p> <p>11. Bangladeshi</p> <p>12. Chinese</p>							
	<p>13. Any other Asian background, please describe</p>							
	<p><b>Black / African / Caribbean / Black British</b></p>							
	<p>14. African</p> <p>15. Caribbean</p>							
	<p>16. Any other Black / African / Caribbean background, please describe</p>							
	<p><b>Other ethnic group</b></p>							
	<p>17. Arab</p>							
	<p>18. Any other ethnic group, please describe</p>							
	<p>Please describe the types of disability of beneficiaries</p>	<table border="1"> <tr> <td>Autism</td> <td>Number</td> </tr> <tr> <td>Blindness</td> <td><a href="#">Click here to enter text.</a></td> </tr> <tr> <td></td> <td><a href="#">Click here to enter text.</a></td> </tr> </table>	Autism	Number	Blindness	<a href="#">Click here to enter text.</a>		<a href="#">Click here to enter text.</a>
	Autism	Number						
Blindness	<a href="#">Click here to enter text.</a>							
	<a href="#">Click here to enter text.</a>							







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(insert approx. no. for each group)	Deafness	Click here to enter text.
	Emotional Disturbance	Click here to enter text.
		Click here to enter text.
	Hearing Impairment	Click here to enter text.
	Intellectual Disability	Click here to enter text.
		Click here to enter text.
	Multiple Disabilities	Click here to enter text.
	Orthopaedic Impairment	Click here to enter text.
	Other Health Impaired	Click here to enter text.
	Specific Learning Disability	Click here to enter text.
Speech or Language Impairment	Click here to enter text.	
Traumatic Brain Injury	Click here to enter text.	
Visual Impairment	Click here to enter text.	
How will outcomes be improved as a result of this project?	Click here to enter text.	
What are the wider social impacts of the project?	Click here to enter text.	
When is a decision required by Maddy's Mark and what are the time-critical factors?	Click here to enter text.	

**4. Project Costs**

Total Project Cost (A)	£ Click here to enter text.	
Funding sought from Maddy's Mark (B)	£ Click here to enter text.	B as a % of A = Click here to enter text.





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What funding do you have available?  Beneficiaries are encouraged to contribute a % of the funds required	£ Click here to enter text.
Shortfall, if any	Click here to enter text.
How will shortfall (if any) be raised?	Click here to enter text.
Are you VAT registered and able to recover VAT on the project?	Click here to enter text.

### 5. Project Timings

Project Timing Start	Click here to enter text.
Project Timing Finish	Click here to enter text.
If your project is of a permanent nature please answer the following questions, if not go to section 6.	
Project Payments	
Commissioning Complete	Click here to enter text.
Ready for use	Click here to enter text.
Is planning permission/change of use necessary?	Click here to enter text.
If yes, estimated date by which it will be obtained	Click here to enter text.





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How many quotes/tenders will be (or were) obtained? (three would be expected)	Click here to enter text.
Basis of choice of supplier/contractor	Click here to enter text.

### 6. Project Payments

Maddy's Mark would normally expect to make funds available in a single payment to the applicant organisation upon receipt of confirmation that the project has been completed in line with the grant application and as outlined in the Maddy's Mark grant letter. Copy invoices from the supplier to the applicant organisation must be supplied together with the request for payment that will be included with the grant letter. Please note the Maddy's Mark grant is exclusive of VAT. Maddy's Mark will make its grant payment by BACS transfer, usually within 14 days of receiving the claim for payment.	
Enter details of when you anticipate claim(s) for payment(s)	Click here to enter text.
Enter below the details of the bank account to which funds should be transferred.	
Name of Account	Click here to enter text.
Sort Code	Click here to enter text.
Bank Name	Click here to enter text.
Account Number	Click here to enter text.

### 7. Further Considerations - Please tick the box to confirm that you are happy with the request

Maddy's Mark normally expects its support to be recognised through appropriate naming. Please suggest a name for your project; Maddy's Mark <a href="#">Click here to enter text.</a> Project
If this would create a problem please state why: <a href="#">Click here to enter text.</a>





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We would expect there to be publicity generated as a consequence of our support. What media coverage would you aim to achieve (for example, formal opening, PR around project milestone, outcomes etc)?

Click here to enter text.

We would expect the applicant organisation to send correspondence to your network to thank and acknowledge Maddy's Mark support.

Maddy's Mark relies upon the support of individuals and businesses in order to fund our grant programme. It is vital that our supporters are able to see first hand where their contributions are benefitting disadvantaged children and young people in order to maintain/gain their support. Therefore please answer the following questions:

Is the project suitable for visitors, and to show to our supporters at the launch/opening of the project? If yes, please give outline

Click here to enter text.

Are there likely to be opportunities for corporate volunteering/engagement linked to the project i.e.

- Visit to project
- Project volunteering on site
- Beneficiary engagement
- (e.g. mentoring, CV workshop)
- Other please outline:





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<p>team or individual? If yes, please give outline</p>	<hr/>
<p>Is a representative from the project willing/able to attend/speak at Maddy's Mark events to testify the value of support received and the difference it has made? YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>What opportunities might there be for your organisation to support Maddy's Mark events and/or for joint fundraising events?</p>	<p>Click here to enter text.</p>
<p>Have you previously applied to Maddy's Mark for a grant?</p>	<p>Click here to enter text.</p>
<p>If Yes, what was the outcome?</p>	<p>Click here to enter text.</p>
<p>Are there any other matters you wish to bring to our attention?</p>	<p>Click here to enter text.</p>





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### 8. Applicant Details

Name of Person completing the form	Click here to enter text.
Signed (on behalf of Applicant Organisation)	
Position	Click here to enter text.
Email of Applicant (if different from primary contact)	Click here to enter text.
Work Number of Applicant (if different from primary contact)	Click here to enter text.
	Maddy's Mark will rely on the details contained within this application as part of the grant should it be awarded.
	I confirm that the Organisation has all relevant clearance from any regulatory body in relation to operation, DBS, etc. All materials used will be to the current safety specification as confirmed by the supplier.
How did you hear of Maddy's Mark? Tick as required	Regional connection <input type="checkbox"/> Maddy's Mark Website <input type="checkbox"/> Recommendation <input type="checkbox"/> Search on Internet <input type="checkbox"/> Other (please specify) <input type="checkbox"/>
Date	Click here to enter text.

### Data Protection:

Maddy's Mark values your support and promises to respect your privacy. Under the terms of the Data Protection Act 1998 Maddy's Mark will store and process information about you for the purpose of providing services in accordance with our charitable aims.





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## 9. Support Documentation

Brochure, prospectus or similar	Attached YES <input type="checkbox"/> NO <input type="checkbox"/>
Latest accounts (where appropriate)	Attached YES <input type="checkbox"/> NO <input type="checkbox"/>
Cost estimate/quotation for project	Attached YES <input type="checkbox"/> NO <input type="checkbox"/>
Appeal literature	Attached YES <input type="checkbox"/> NO <input type="checkbox"/>
Project drawings, sketch	Attached YES <input type="checkbox"/> NO <input type="checkbox"/>
Safeguarding Policy	Attached YES <input type="checkbox"/> NO <input type="checkbox"/>
Data Protection Policy	Attached YES <input type="checkbox"/> NO <input type="checkbox"/>
Other relevant/useful documents	Attached YES <input type="checkbox"/> NO <input type="checkbox"/>



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Page 16 of 16