



# MILLENNIUM POINT TRUST

Grant Application FAQ

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## FAQ: APPLICATION PROCESS

### ? How do I apply for a grant?

We would urge you to read our guidance information before completing the application form which details what we fund, eligibility and the stages of our application process.

The application form can be downloaded from our website to be completed by the submission date. Once completed, the application form must be emailed to [STEMgrants@millenniumpoint.org.uk](mailto:STEMgrants@millenniumpoint.org.uk)

### ? Can I apply by email or post?

Our application form can be downloaded from our website and must then be emailed back to [STEMgrants@millenniumpoint.org.uk](mailto:STEMgrants@millenniumpoint.org.uk)

### ? How many stages are there in the application process?

We have kept our application process as straightforward as possible. There is only one form for you to complete which can be downloaded from our website and then emailed back to [STEMgrants@millenniumpoint.org.uk](mailto:STEMgrants@millenniumpoint.org.uk). Once this has been emailed back, it will be shortlisted and moderated before a final decision is made by our Board of Trustees. Our grants cycle is open once a year with a strict deadline. Notification of the outcome of your application will take place in July.

### ? What is the usual timetable for the whole process?

Our application process opens in October and closes in December. The result of whether you have been granted funding will not be made until July and payment will then be made in the following September. Our website will show specific dates.

### ? What should I do if there is a change of circumstances after submitting my application?

Please get in touch with us directly and confirm the change in circumstances so that we can make an assessment on whether we are able to proceed with considering your application.



[www.millenniumpoint.org.uk](http://www.millenniumpoint.org.uk)



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## FAQ: ELIGIBILITY & GRANT INFO

### ? I am an individual. Can I apply for funding for a project that will take place in a school?

No. We do not consider applications made by individual. A list of which groups we fund can be found in our guidance document.

### ? My organisation is based outside one of the West Midlands Combined Authority regions, but the activity is taking place within a WMCA region, can I still apply for funding?

Yes. Ideally, we would like applicants to be from the WMCA region, but we will accept applications from outside of this area if the project takes place within a local authority who is a member of the West Midlands Combined Authority.

### ? Can I submit more than one application for a grant?

No. We only accept one application per organisation. The first application received will be the one we consider for a grant.

### ? Do you give grants for projects that span several years?

No. We will not fund a project that requires funding over several years. We only fund projects that can be implemented and completed within 12 months of payment.

### ? Can I apply for a grant if I have previously been successful in applying for a grant to MPT?

Yes. Please note however it is possible for an organisation to apply and be successful in receiving a grant for up to 3 consecutive years. Following this, the organisation must allow a gap of at least one calendar year before they can submit any further applications. After which, the same 3 consecutive years rule will apply once again. We only accept one application

### ? Is there a limit on the size of the grant I can apply for?

Yes. Grants are available up to £20,000. As we wish to maximise the impact of our grants, we encourage grant applicants to apply for smaller grants of between £1,000 and £5,000 in this grant cycle. This will mean that we can help more organisations in this grant cycle. There will still be the opportunity for a few larger grants (of up to £20,000) to be given but in the main we will be concentrating on helping the wider community with smaller grants.







## FAQ: APPLICATION FORM

### ? What information should I include in my project plan?

We want to know what the project is about and how you will be carrying it out. It is important to us that we have as much information as possible to help us when it comes to shortlisting your application. Please state what the SMART goals or objectives are for your project.

S = Specific; M = measurable; A = Achievable; R = Realistic; T = Timescale

### ? What information do you need in the project timeline?

We will need to know the length of the project, when you intend to start it, when it will finish and all of the key milestones.

### ? What information should I include in the budget section?

We would request that specific details are provided on what the grant will be spent on. It is important that you clearly identify the item/activity along with the associated cost. Please note that if you are intending to host an event with a speaker, we would expect you to identify the name of the speaker and their cost.

### ? What should I do if I am having problems with completing the application form – i.e. formatting issues / use of PDF form / any other issues?

Hopefully you will not have any issues but if you do please email [STEMgrants@millenniumpoint.org.uk](mailto:STEMgrants@millenniumpoint.org.uk) and we can send you a Word document form to complete and / or provide advice.





## FAQ: OUTCOME



### **When will I know if I am successful?**

We will notify all applicants of the outcome of their application whether successful or unsuccessful in July. It is unlikely you will hear from us until this time.



### **When will I know if I am unsuccessful?**

We will notify all applicants of the outcome of their application whether successful or unsuccessful in July. It is unlikely you will hear from us until this time.



### **When will I receive my grant if I am successful?**

We aim to pay successful applicants in the following September. We are unable to release payment any earlier.



### **What will happen if I am successful?**

We will provide you with the necessary details to complete and return promptly. Once payment is made in September, you will have exactly 12 months to finish your project and utilise the funds.

It is crucial to ensure that you adhere to the project plan as outlined in the application form. No changes can be made to how the grant funding is used, and the funds should be spent in accordance with the approved application form for the resources/services listed in the budget section. If any issues arise, MPT must be contacted for advice and guidance on how to proceed.



## MEET OUR TEAM

Should you have any further queries that we have not addressed in this guidance or our FAQs, then please contact us via any of the methods at the bottom of the page and we will be happy to assist you.



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Vanessa Currie  
**Head of People, Learning  
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Zoe Carter  
**MPT  
Administrator**

