



# MS Research and Relief Fund

*"Supporting all people affected by Multiple Sclerosis"*

Benmar House, Choppington Road, Morpeth, Northumberland NE61 2HX

Tel: 01670 505829 Fax: 01670 516347

Web: [www.ms-researchandrelief.org](http://www.ms-researchandrelief.org) E-mail: [grants@ms-researchandrelief.org](mailto:grants@ms-researchandrelief.org)

## Group Application For Financial Assistance

All groups/organisations applying for financial assistance **MUST** fill in all the required parts of this form providing as much information as possible.

Name of your Organisation

Is your group/organisation a registered charity?

Charity Registration No.

Please use this space to tell us about your organisation

Address

Contact person

Name:

Position:

Tel:

Fax:

e-mail:

Purpose for funding

How will your project benefit people affected by MS?

How will you measure the success of your project?

What is the estimated cost of your project

£

Who else have you applied to for funding?  
(please indicate if this amount is **A**ppplied for,  
or has been **C**onfirmed)

<u>Organisation</u>	<u>Amount</u>	<u>A or C ?</u>

How much are you requesting from MSRRF

£

Name  
(print)

Position in organisation

Signed

Date

## ADDITIONAL INFORMATION

Please complete and return pages 1-3 of the application form, along with any of the following that you can supply.

- ❖ A detailed budget for your project.
- ❖ Copies of quotations for the work or services required.
- ❖ A copy of your Constitution or other operating document.

Completed forms should be returned to:

Grant Applications  
MS Research & Relief Fund  
Benmar House  
Choppington Road  
Stobhill  
Morpeth  
Northumberland, NE61 2HX

How did you hear about the MS Research and Relief Fund Grants Service?

### DATA PROTECTION – How we use your information

The information you provide to us on this application will be used only for the purposes of assessing your application for grant funding. It may be necessary, especially if you have applied to other organisations, for us to talk to such organisations and share some of the information you have provided here. We would be grateful if you would sign below giving your consent to this sharing of information.

Signed.....Date.....

Should you require further details on the safe storage and handling of sensitive personal information, please feel free to contact us at the address above and information will be readily provided to you.

Data Controller  
Multiple Sclerosis Research and Relief Fund  
Benmar House  
Choppington Road  
Stobhill  
Morpeth  
Northumberland  
NE61 2HX

## GRANT APPLICATION GUIDANCE NOTES

The Chief Executive and the board of trustees will consider Grant requests from registered charities, community/voluntary organisations or research bodies

Grants will only be made to groups run by and/or working with people affected by MS

No grant support will be made for retrospective funding.

The Multiple Sclerosis Research and Relief Fund recommends that where appropriate, grant applications should be made to relevant statutory bodies.

When possible the Charity will work with other charitable bodies (i.e. the MS Society) in order to contribute towards a package of funding.

The level of grant awards will be reviewed by the Trustees on an annual basis.

Groups/organisations receiving grants will be asked to provide information on the benefits the grant has generated. This will usually be done by filling in an evaluation form.

Grant applications will only be considered on receipt of a completed grant application form. However it may be necessary to request further information in order to make a final decision.

Requests for grants will normally be acknowledged within 10 working days.

We will treat all requests in confidence, and always seek previous permission to contact other people in connection with the request.

We will not treat any request differently on the grounds of race, religion, age, gender, sexual orientation, or level of disability.

We will clearly state the reasons for an unsuccessful grant bid.

In exceptional circumstances the trustees of the Charity may decide to award grants outside the scope of its normal grant activity