# The MCS Foundation 2025 Grant Round

# Application Form

Version 4.3

This is the application form for The MCS Foundation grant scheme. Please complete all sections of the application form making sure to answer the questions in a concise manner and providing evidence where necessary. Answer boxes can be enlarged up to any stated word limit.

For more information, please see the accompanying guidance document available on the [Funding page](https://mcsfoundation.org.uk/funding/) our website. For all enquiries, please contact us at grants@mcsfoundation.org.uk.

## Your details

### Organisation details

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Legal Structure** |  |
| **Charity/ Company No** |  |
| **Organisation address** |  |
| **Website** |  |

### Project lead -point of contact for The MCS Foundation throughout the project

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Position** |  |
| **Email** |  |
| **Phone number** |  |

* 1. Secondary contact - secondary point of contact if we cannot reach the project lead or if we need confirmation from two people

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Position** |  |
| **Email** |  |
| **Phone number** |  |

### Consortium proposals - if a consortium provide details below adding as many rows as needed and including as a risk in section 6 along with mitigation(s)

|  |  |  |
| --- | --- | --- |
| **Consortium organisation** | **Main contact name and email** | **Role in the project** |
|  |  |  |
|  |  |  |
|  |  |  |

### Bank details - bank details for your organisation and where any grant would be transferred to

|  |  |
| --- | --- |
| **Bank name** |  |
| **Account name** |  |
| **Account number** |  |
| **Sort code** |  |

## Project summary

### Project name

|  |
| --- |
|  |

### Describe your project in a maximum of two sentences

|  |
| --- |
|  |

### Total project costs (£)

|  |
| --- |
|  |

### Grant amount requested

|  |
| --- |
|  |

### If you are applying for less than the full project costs, please provide details of where the remaining funds will come from

|  |
| --- |
|  |

### Project start and end date (minimum of month and year)

|  |
| --- |
|  |

### Geographies covered by your project (this can be a specific part of a town or city, a county, or several places)

|  |
| --- |
|  |

* 1. Please provide a description of your project (maximum of 2 A4 pages)

|  |
| --- |
|  |

### Please describe your organisations experience in delivering this type of project and the resources and time you can commit to delivery

|  |
| --- |
|  |

## Theory of Change

### Please complete the boxes below to guide us through the rationale for your project

|  |
| --- |
| **Problem: what is the problem you have identified and want to address with your project** |
|  |

|  |
| --- |
| **Change: what is the change you want to see relating to the identified problem** |
|  |

|  |
| --- |
| **Activities: provide detail on steps your project will take to deliver the change** |
|  |

|  |
| --- |
| **Outputs: list the direct measurable effects of your activities, for example: a*im to deliver 10 sessions in primary schools*** |
|  |

|  |
| --- |
| **Impact: state the wider change you want to create** |
|  |

### Please provide an overview of your project evaluation plan

|  |
| --- |
|  |

### Please complete the table below for your evaluation plan relating to the projects theory of change adding rows as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation question** | **Methodology for evaluating** | **Key Performance Indicator**  | **Source of data** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Please highlight the secondary and tertiary objectives your project meets using highlight or bold functions. All projects funded must be working towards our primary objective. Your project must meet at least one secondary or tertiary objective, but you can highlight as many as are relevant.

|  |  |
| --- | --- |
| **Primary** | All homes in the UK decarbonised by 2050 |
| **Secondary** | Creation of an enabling environment (policy and regulation) that supports and accelerates the decarbonisation of UK homes (via electrification) | Widespread adoption of place-based solutions supporting the entire retrofit system | A suitably sized and skilled local retrofit supply chain to meet demand |
| **Tertiary** | UK to have electricity cheaper than fossil fuels by 2028 | More householders are able and willing to pay for the installation of retrofit measures | Removal of key barriers to the electrification of heat thereby enabling net zero carbon via electrification | All new homes are built with zero carbon systems and to MCS (or equivalent) standards by 2025 |  | More young people entering and staying in the low carbon supply chain |

### Please describe how your project addresses the objectives you have highlighted above

|  |
| --- |
| **Primary objective** |
|  |

|  |
| --- |
| **Secondary objective(s)** |
|  |

|  |
| --- |
| **Tertiary objective(s)** |
|  |

## Further details

### Value for money

How will you ensure your project will provide value for money?

|  |
| --- |
|  |

### Future impact

We want to ensure that project learnings are shared with others and that, if appropriate, your project can be replicated by others or scaled up. Do you plan to disseminate learnings and if so, how? How would you use project resources, such as time and budget, to do this?

|  |
| --- |
|  |

### Intellectual property

Will the project generate intellectual property? If so, please provide details.

|  |
| --- |
|  |

### Promoting a just transition

If your project is reaching under-represented or disadvantaged groups or increasing the diversity of the sector please provide detail below

|  |
| --- |
|  |

## Project budget

### Please provide a breakdown of the project budget adding rows as necessary

|  |
| --- |
| **Staff time** |
| **Name, project role and whether internal or external** | **Day rate (£)** | **Quantity** | **Total cost (£)** | **Funding source** |
| *E.g. Karen Smith- Project worker- Internal staff* | *£200* | *5* | *£1000* | *MCSF* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SUB-TOTAL** |  |

|  |
| --- |
| **Other costs** |
| **Description** | **Unit cost (£)** | **Quantity** | **Total cost (£)** | **Funding source** |
| *E.g. Venue hire* | *£100* | *5* | *£500* | *In-kind* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SUB-TOTAL** |  |

|  |  |
| --- | --- |
| **TOTAL (£)** |  |

## Project milestones

### Please breakdown your project into milestones in the table below, this will form your reporting and payment schedule. When a milestone is complete you will be required to submit an end of milestone report alongside the evidence of that milestone. If we approve the end of milestone report, we will release the relevant portion of your grant.

We expect most projects to have in the region of two to five milestones, there can be a maximum of 10. Each milestone can contain more than 1 activity.

For each milestone please include:

1. The activities you will complete for that milestone.
2. The outputs of that activity that you will report on and measure if possible.
3. The evidence you will be able to provide to prove the activities have been completed.
4. The percentage of the grant you require for that milestone.
5. The amount of grant in £ this relates to
6. The month you plan to complete this milestone.

Please note these will become a contractual obligation and payment will not be made unless the milestone output is achieved, end of milestone report and evidence provided. Grantees can submit Project Change Requests during a live project to request changes to milestones.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Milestone no.** | **Activities/ Tasks** | **Output** | **Evidence required** | **% of grant** | **Grant (£)** | **Target completion month/ year** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |

## Project risks

### Please provide a summary of the main project risks associated with this project and the measures proposed to mitigate these risks, adding rows as necessary

|  |  |
| --- | --- |
| **Risk** | **Mitigation** |
|  |  |
|  |  |
|  |  |
|  |  |

## Conflicts of interest statement

### Please state all known conflicts of interest, if any, at the time of making this application and detail how any of these conflicts will be managed. If there are no conflicts of interest, please enter N/A.

|  |  |
| --- | --- |
| **Conflict** | **Mitigation** |
|  |  |
|  |  |
|  |  |
|  |  |

## Declaration

### Please complete the details in the box below to confirm that all information provided in this application is correct at the time of making the application. To be completed by the Lead Applicant where the project involves a consortium.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Signature** |  |
| **Date** |  |

By providing your details in this form, you are consenting to your data being processed in accordance with our [Privacy Policy](https://mcsfoundation.org.uk/privacy-policy/). We will never sell your data to third parties or use your data in any way outside of our stated purpose.

For more information, contact us at grants@mcsfoundation.org.uk.