



MASSY FOUNDATION (BARBADOS) LTD  
MASSY DOME, WARRENS, ST. MICHAEL  
TELE: 417-5110  
EMAIL: [massyfoundation.bb@massygroup.com](mailto:massyfoundation.bb@massygroup.com)

# Grant Application Form

The Massy Foundation provides grant funding to registered charities, non-profit organisations, and relevant Government entities for the execution of joint venture partnerships that will redound to be benefit of a wide cross section of persons in the areas of Education and Skills Development, Health and Environmental Wellness, Humanitarian and Disaster Relief as well as Heritage, Arts and Culture. Projects must be innovative and/or developmental aimed at empowering and making a difference in the lives of multiple persons.

**The Massy Foundation seeks to manage its social investment in collaboration with credible partners who are well suited to execute projects in the specific areas which we support.**

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## The Application Process

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- Please read the accompanying Massy Foundation brochure before filling out this application.
- Each application must be accompanied by a detailed budget for the project in order for the project to be reviewed.
- All monetary values stated on this application form must be stated in **Barbados dollars**.
- Completion of an application does NOT guarantee funding assistance.
- Each project proposal must be submitted on its own application form.
- Processing of this application could take 8-12 weeks.
- This application form is prepared as a WORD document so that responses can be typed directly into the spaces provided.
- The application form and accompanying documentations are valid for period of six months. Resubmission will be necessary if there are any delays on the part of the applicant.

**\*For queries related to the completion of this form, please call: 417-5110 or email: [massyfoundation.bb@massygroup.com](mailto:massyfoundation.bb@massygroup.com)**

## SECTION 1: Applicant Information

<b>Name of Requesting Organization:</b>			
<b>Type of Organization:</b>			
<b>Summary of Organization: (100 words)</b>			
Type details here...			
<b>Governance Structure:</b> (select box as appropriate)		<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Board of Directors</li> <li>• <input type="checkbox"/> Management Team</li> <li>• <input type="checkbox"/> Other (state):</li> </ul>	
<b>Mailing Address:</b>			
<b>Date of Application:</b>		[   ] DAY [   ] MONTH [   ] YEAR	
<b>Prepared by:</b>			
<b>Position held:</b>			
<b>Contact numbers:</b>		<b>Landline:</b>	<b>Mobile:</b>
<b>Email Address:</b>			
<b>Disclosure:</b>			
<ul style="list-style-type: none"> <li>• Is there any activity in which your organisation and/or your officers/trustees are involved that may be deemed to be in conflict with your stated mission? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain.</li> </ul>			
Type details here...			

## SECTION 2: Project Information

<b>Name of the project:</b>			
<b>Focus Area (check appropriate box[es]):</b>		<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Education and Skills Development</li> <li>• <input type="checkbox"/> Health and Environment</li> <li>• <input type="checkbox"/> Humanitarian and Disaster Relief</li> <li>• <input type="checkbox"/> Heritage, Arts and Culture</li> </ul>	
<b>Project Timeframe:</b>		<b>Start Date:</b>	<b>End Date:</b>
<b>Project Stage (check one):</b>		<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Trial</li> <li>• <input type="checkbox"/> Pilot</li> <li>• <input type="checkbox"/> New</li> <li>• <input type="checkbox"/> Established</li> </ul>	
<b>Overview of the Project (150 words):</b> <ul style="list-style-type: none"> <li>• Provide a description of the project</li> <li>• Who will it benefit?</li> <li>• Demographic of beneficiaries – age, gender, education/income level, occupation, marital status, as relevant</li> <li>• Total number of participants to be served</li> </ul>			
Type details here...			
<b>Sponsor's Benefits:</b> <ul style="list-style-type: none"> <li>• List all possible promotional opportunities available to the Massy Foundation if it becomes associated with this project?</li> </ul>			
Type details here...			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>			

**Rationale for the Project (200 words):**

- Why is this project important at this time?
- How will this project help the persons being targeted?
- Beyond the individual, how would it benefit the society?

Type details here...

**Impact Goals:**

**What are the main goals and how will these be measured to determine success?**

**Goal 1:**

Type details here...

**Measurement:**

Type details here...

**Goal 2:**

Type details here...

**Measurement:**

Type details here...

**Goal 3:**

Type details here...

**Measurement:**

Type details here...

### SECTION 3: Project Execution

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#### Execution Plan (150 words):

Explain the overall plan of how the project will be rolled out and managed, including all resources needed and available.

Type details here...

#### Management Capability (150 words):

Identify the skillset and expertise of the key personnel.

Type details here...

#### Project Structure:

- Can any part of the project be undertaken in phases and still meet the needs of its beneficiaries?  YES  NO

If so, please identify the phase(s) and the associated cost(s).

PHASE(S)	AMOUNT (\$BDS)

## SECTION 4: Funding Request & Sources

### Funding Request:

- Total Project Cost:
- Amount of Funds Requested:

### Briefly explain how the requested funds will be used/spent?

Type details here...

### If only partial funding is given, how will the shortfall be met?

Type details here...

- Other sources of funding (state amount), including self-funding:

<u>SOURCE(S)</u>	<u>AMOUNT (\$BDS)</u>

### Briefly explain what efforts were made to secure other funding and the outcome:

Type details here...

### Other support (technical or in-kind, if applicable):

Type details here...

## SECTION 5: Supplementary Information (Select boxes as appropriate)

- A detailed line budget must accompany this application for it to be processed.
- List of organisation's senior officers (management team) and directors, and board of directors.
- Evidence of organisation's status – charity, not-for-profit, Government
- Evidence of funding and/or commitment of funding from other sponsors
- Financial statements of the organization (last two years)
- Copies of valid original quotations from service providers/suppliers

**If any of the above is unchecked, give reason(s) here why this information is missing.**

Type details here...

## SECTION 6: Declaration (Select boxes as appropriate)

- I have read and understood the Grant Application Form
- I declare that the proposed application has been endorsed by the applicant's Board or person with authority, as a commitment to the execution of this project.
- I declare that all information contained in this application, together with any statements provided, is true, accurate and complete to the best of my knowledge.
- I understand that giving false and/or misleading information will disqualify this application for funding.
- I understand that completion of this application is not a guarantee that the organization will receive part, or all funding requested.
- I understand that Massy Foundation reserves the right request further information beyond what is requested herein.

**Signature:**

**Date:**

**Completed Grant Application form, along with all supporting documentation, can be submitted to:**

MASSY FOUNDATION (BARBADOS) INC.  
P.O. BOX 1227C  
MASSY DOME,  
WARRENS, ST. MICHAEL  
BB11000

**Attention: Advisory Committee**

**OR/**

**Email: [massyfoundation.bb@massygroup.com](mailto:massyfoundation.bb@massygroup.com)**