

MATRIX CAUSES FUND (MCF) – APPLICATION FORM

Before we can release funds to overseas or non-UK charity grantees, we are required to carry out due diligence to ensure that:

- The Grantee and its project complies with The Charities Act 2006
- There is a clear Public Benefit as a result of the grant being made
- The grant will not form part of a quid pro quo or generate any personal benefit

In order to ensure that your organisation is eligible to receive funds from the Matrix Causes Fund which is a restricted fund under the auspices of Prism the Gift Fund, please fill out the below form and provide us with:

- A copy of your latest accounts or financial statements
- Proof of your charitable or non-profit status
- Accept and sign the Terms and Conditions in Appendix 1

Please send all completed application forms to the Matrix Causes Fund Administrator, Zoe Willis (ZoeWillis@matrixlaw.co.uk) Where possible please send a completed application form in word.doc format in addition to a signed pdf copy.

Organisation Name	
Operational name (if different)	
Registered Address	
Telephone Number	
Website	
Brief summary of your organisation's activities and mission	
Charity or Registration Number (where applicable)	
Tax residency	

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Name of primary contact	
Email address	

Name of project for funding	
Duration of project	
Amount of funding requested	
<p>Are you applying for core costs associated with the running of your organisation?</p> <p><i>Please note that in line with our criteria, we don't provide funds to cover costs direct service delivery to individual clients or members of the public, nor to support or replace statutory or other services generally provided by public bodies such as schools.</i></p>	
How are your administrative costs covered?	
Are you seeking additional funding for this project from other organisations? If yes, is this funding already secured?	

Please give an overview of the project you are seeking funding for, and how it meets the following criteria:

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- *The Matrix Causes Fund will only provide support to organisations which promote access to justice (particularly for people trying to get support to meet their basic personal needs), or promote equality of opportunity, or promote a sustainable environment.*
- *Applications are particularly welcome from organisations whose focus is on supporting the needs of vulnerable persons, for example prisoners, asylum seekers, people with mental health difficulties, people (particularly children) with disabilities, or women in refuges.*

What are you going to spend the money on? Please give a breakdown of how the funds will be used:

Please note that the Matrix Causes Fund does not provide funds to cover costs for an organisation's direct service delivery to individual clients or members of the public. If you are applying for staff salaries, please demonstrate a clear funding need and how this is a discrete project separate from your organisation's normal activities. The Matrix Causes Fund also does not provide funds to support or replace statutory or other services generally provided by public bodies such as schools.

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YEAR 1 (please add rows as necessary)

Item	Cost
TOTAL	

YEAR 2 (if applicable)

Item	Cost
TOTAL	

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YEAR 3 (if applicable)

Item	Cost
TOTAL	

How do you propose keeping us up to date/feeding back on an annual basis?

Governance Details	
Trustee / Director Name(s) and job title(s)	
Trustee / Director remuneration details (if applicable)	

Bank Details - in order for us to send the funds, if approved.	
Bank Name	
Bank Address	
Account Name	
Account Number	

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IBAN	
Sort Code, SWIFT or BIC	

Terms and Conditions

1. Background

- 1.1 The Charity is an English charity with registration number 1099682, with the object of furthering such charitable purposes or charitable organisations as the Trustees think fit.
- 1.2 The Recipient as listed on the application form.

2. Purpose and Use of Grant

- 2.1 The Recipient understands that the Grant is expressed as a maximum sum and is not a guaranteed payment. The Grant is conditional on the satisfactory use of the monies and on compliance with the terms of this Agreement.
- 2.2 The Recipient shall not make any substantive change to the Project or the staff structure of the Project without the Charity's prior written agreement.
- 2.3 The Recipient shall account for the Grant monies as a Restricted Fund and ensure that they shall not at any time form part of the Recipient's general funds.
- 2.4 Should any part of the Grant remain unspent at the end of the Grant Period, the Recipient shall ensure that any such part is returned to the Charity or, if agreed in writing with the Charity, the Recipient shall be entitled to retain the unspent monies to be used for a purpose which has been agreed between the Charity and the Recipient.

3. Accounts and Records

The Recipient shall:

- 3.1 maintain complete and accurate records of, and supporting documentation for, its use of the Grant and ensure that it is spent in accordance with the terms of this Agreement. Such records shall be retained by the Recipient for inspection by the Charity for 6 years from the end of the financial year to which the records relate;
- 3.2 The Recipient shall not use the Grant:
 - (a) Otherwise than for the purposes which fall within the charitable purposes of the Recipient
 - (b) For or towards any Political Activity (any activity that aims to promote or oppose a change in the law or Government policy)
- 3.3 provide such information about the expenditure of the Grant as the Charity reasonably requests; and

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- 3.4 acknowledge the Grant in its annual report and/or accounts for the financial year in which the Grant was used, and supply one copy of the relevant report and/or accounts to the Charity within one week following publication.

4. Monitoring and Reporting

- 4.1 The Recipient shall closely monitor the use of the Grant throughout the Grant Period to ensure that the purposes for which the Grant is given are being met and that the terms of this letter are being adhered to.
- 4.2 The Recipient shall send the Charity written updates every year for the duration of the Grant and a final report when the Grant has been spent.

5. Withholding, Recovery and Repayment of the Grant

- 5.1 The Charity may at its discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant and/or terminate this Agreement if:
- (a) the Recipient uses any of the Grant for purposes other than those for which they have been awarded;
 - (b) all activities associated with the Project are not run in accordance with all statutory or other regulatory requirements in the country where the Recipient is established and in the country where the Project takes place, and in a manner consistent with the good name and reputation of the Charity;
 - (c) the charity considers that the Recipient has not made satisfactory progress with the delivery of the Project;
 - (d) the Recipient provides the Charity with any materially misleading or inaccurate information;
 - (e) the Recipient ceases to operate for any reason;
 - (f) the Recipient fails to comply with any of the terms and conditions of this Agreement.
- 5.2 If the Charity exercises its right to terminate, as set out in paragraph 5.1 then without prejudice to any other rights and remedies of the Charity, the Recipient shall, at the Charity's sole discretion, return any remaining part of the Grant to the Charity, particularly where monies have been used otherwise than in accordance with paragraph 2 of this Agreement.

6. Communication

- 6.1 The Recipient agrees not to make any press release, media announcement, any other public relations activity or any other public communication in respect of the Grant or the relationship between the parties without the prior written consent of the Charity, such consent not to be unreasonably withheld.

6.2 The Recipient may make general and non-detailed references to the Charity's support of the Recipient during the course of the Project.

7. Assignment

The Recipient may not, without the prior written consent of the Charity, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Agreement or, except as contemplated as part of the Grant, transfer or pay to any other person any part of the Grant.

8. Limitation of Liability

The Charity's aggregate liability under this Agreement is limited (to the extent permitted by law) to the payment of the Grant in accordance with the terms of this Agreement.

9. Variations

No variation of this Agreement shall be effective unless it is in writing and signed by or on behalf of each party.

10. Entire agreement

This Agreement is the entire agreement between the parties, and replaces all previous agreements and understandings between them, relating to its subject matter.

11. Governing Law and Jurisdiction

Each party to this Agreement irrevocably submits for all purposes in connection with this letter to the exclusive jurisdiction of the courts of England and Wales.

If you agree to these terms, please sign below and return a signed copy to us, together with the completed application form.

Trustee Date



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