



MAGOR WITH UNDY TOWN COUNCIL

Grant Application Form

Tel: 01633 882 842 E-mail: admin@magorundy.org.uk

Council Office

3 Salisbury House, Magor Square, Caldicot, Monmouthshire NP26 3HY

Please refer to the Grant Funding Guidance Policy before submitting your application.

If you need any assistance please contact us.

Please indicate what type of funding you are seeking

Local Community Support Grant

considered half yearly by Council

Local Youth Support Grant

initially considered by Council upon receipt

Local Community Start-Up Grant

initially considered by Council upon receipt

Name of Group / Organisation:

Main Contact Name:

Contact address:

Daytime phone number of contact:

Contact e-mail address:

Are you a newly formed group? (less than 1 year)

Yes No

How long has your group been operating?

Where and when do you meet?

Do you have a voluntary management committee / steering group?

Yes No

Does your group have a formal constitution or set of rules?

Yes No

Does your group have an equal opportunities policy / statement?

Yes No

Does your group have a Safeguarding policy / statement (Child & Vulnerable Adult protection)?

Yes No

Does your group have any DBS checked leaders/organisers?

Yes No

Does your group have any qualified First Aiders?

Yes No

Does your group use the medium of Welsh?

Yes No

Does your group have an annual record of accounts?

Yes No

Please attach a copy of your most recent accounts or latest bank statement to your application

Have you applied for a grant from the previously named Magor with Undy Community Council or the Town Council previously before?

If so, please give details

Yes No

Please describe your group's main activities/aims/objectives:

Please attach a copy of your organisations constitution or rules if available

Please tell us about your Finances:-

What are you main income sources? Where does your main expenditure go? Does your group/organisation levy a membership charge? How do you raise funds? What are your current or planned / future fund raising activities?

Income sources

How much are you applying for?

When would you require payment?

What is the grant for, and what is the total cost of the project / item?

Please provide a full breakdown of this project's costs and how they will be funded:

Item	Cost	Funded from
Total project cost:		

Please continue on a separate sheet if necessary

Who in Magor and Undy will benefit from it?

Number of people? Will it have a long, or short term benefit?

Who outside of Magor and Undy will benefit from it?

Number of people? Where do they come from? Will it have a long, or short term benefit?

Have any other bodies been approached for grant funding in relation to this specific application/project?

Yes No

If yes please provide details including how much and whether your applications have been successful or are pending a decision etc.

Please detail any other source of grant funding (for other projects etc) received or applied for in the last 12 months and whether it was successful?

What will you do if you get less funding than you asked for? Will all or part of the project still go ahead? Have you earmarked funds to proceed with part of this project? Please tell us what could be achieved if you only receive part funding.

Please use this section if you would like to add any further comments or information to support your application.

If successful, your grant will be paid by BACS payment, please provide the sort code and account number for the bank account you would like payment transferred to:

Account Name	
Sort Code	
Account Number	

Please read the following important terms and conditions carefully before signing this form.

By signing this form, you are confirming that:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held by Magor with Undy Town Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Magor with Undy Town Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Magor with Undy Town Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Magor with Undy Town Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- You will provide feedback or an assessment on projects, and photographs may be taken or requested where appropriate, for use by the Council in their Press releases/ publicity/ website/

Facebook pages etc. (When providing photos of children and/or vulnerable adults please provide the necessary written consent/authority for the photographs to be publicised.

- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful.
- You confirm that the information given in this application is a fair and accurate description of your group and your proposed project.
- You are authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

I agree: *(Please tick the box*

Signature:

Date:

Position in Organisation:

Please send your completed application form, a copy of your latest accounts or bank statement and any supporting information to:

**Magor with Undy Town Council, Council Office
3 Salisbury House, Magor Square, Caldicot, Monmouthshire NP26 3HY
Or e-mail: admin@magorundy.org.uk**

Further information about Magor with Undy Town Council and its grant making policy is available from: www.magorundy.org.uk