

# Magor with Undy Town Council

## Grant Funding Policy & Guidance

*NB. Any reference made to 'Organisations' in this document also means/includes 'Groups'*

### The Objective and Aims of the Council's Grant Funding Policy

Magor with Undy Town Council's objective is to provide grant funding to organisations which:

- enable local people to participate in voluntary groups and activities.
- improve their effectiveness, provision and delivery of services to the Town's residents
- meet the needs of people experiencing social and economic difficulties.
- ensure equality of access and opportunity for all Magor with Undy residents to the services it provides
- improve or enhance the local environment.
- achieve value for money.

*The Town Council defines a voluntary group as a non-profit making organisation*

In line with the Welsh Government's Well-Being of Future Generations Act, the Town Council aims to make Magor with Undy:

- A Prosperous Town
- A Resilient Town
- A Healthier Town
- A More Equal Town
- A Cohesive Town
- A Town of Vibrant Culture and Thriving Welsh Language
- A Globally Responsible Town

### Types of Grant Funding Available to Town Groups & Organisations

Magor with Undy Town Council is committed to provision of assistance and support to local Town organisations which are set up to promote Town life for Magor with Undy residents. The Council has three types of grants:

#### Local Town Support Grant

These grants are normally offered to support a particular project, event, activity or the purchase of equipment by established organisations

## Local Youth Support Grant

Considered ad hoc by the Town Council these grants are normally offered in relation to specific Youth related projects, contributing towards the cost of qualified youth leaders and one-off projects

## Local Town Start-Up Grant

Considered ad hoc by the Town Council these grants are to assist new organisations getting established e.g. initial hall hire, publicity or essential materials

*The Town Council also administers funding contributions direct to 'Local Churches' for Churchyard maintenance and the Citizens Advice Bureau.*

## The Application and Process

1. All organisations will be required to complete the Magor with Undy Town Council's Grant Application Form (available from the Town Council Office; in person, via email [admin@magorundy.org.uk](mailto:admin@magorundy.org.uk) or downloadable from [www.magorundy.org.uk](http://www.magorundy.org.uk))
2. The organisation requesting financial assistance must provide facilities or services for the benefit of Magor & Undy Town residents.
3. The organisation must be non-profit making.
4. An organisation may only make one application in each financial year (1<sup>st</sup> April to 31<sup>st</sup> March)
5. All organisations must have a bank account, and must submit a trading account and balance sheet for the last financial year, to show a genuine need of assistance. Organisations just starting up must submit basic financial information e.g. a forecast of expected income and expenditure for the first 12 months including any initial start-up costs.
6. The organisation should show that it has made serious attempts to raise money by other means and from other sources.
7. Applicants must acknowledge the support provided by the Town Council in any publicity or related materials.
8. The Town Council reserves the right to view how the grant is utilised and it may be subject to additional terms and conditions which will be made available if the application is successful.
9. Organisations will be requested to 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 authority for the photograph to be publicised)*

10. For grant applications over £5000 the Council will require the applicant to complete additional monitoring and evaluation.
11. For Grants over £5000, the Council will usually pay the grant in tranches subject to successful monitoring and evaluation and evidence of defrayment.
12. The Council will administer grant funding, assessing applications to ensure they meet the criteria for assistance.
13. The organisation will receive notice of the outcome of their application within 4 weeks of the decision being made.
14. Magor with Undy Town Council reserves the right to defer and/or reject any grant application and to waive all or part of this policy in relation to any application.
15. Applications will be considered as soon as practicable after they have been received and validated. Applicants will be required to complete an end of grant form.

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

**The Clerk, Magor with Undy Town Council, Council Office, 3 Salisbury House, Magor Square, Caldicot, Monmouthshire NP26 3HY or e-mail: [admin@magorundy.org.uk](mailto:admin@magorundy.org.uk)**

**Further information about Magor with Undy Town Council and its grant making policy is available from: [www.magorundy.org.uk](http://www.magorundy.org.uk)**