



MAGOR WITH UNDY TOWN COUNCIL

Grant Application Form

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

Council Office, Unit 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

initially considered by Council upon receipt

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Local Youth Support Grant

initially considered by Council upon receipt

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Local Community Start-Up Grant

initially considered by Council upon receipt

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Name of Group / Organisation:

Magor with Undy Women's Institute (WI)

Main Contact Name:

Sue Phillips

Secretary Magor with Undy WI

Contact address:

[Redacted Address]

Daytime phone number of contact:

[REDACTED]

Contact e-mail address:

[REDACTED]

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

No

How long has your group been operating?

3 years

Where and when do you meet?

The Magor Hwb on the first Wednesday of the month

Do you have a voluntary management committee / steering group?

Yes

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

Yes

Does your group have an equal opportunities policy / statement?

Yes

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

Yes

Does your group have any DBS checked leaders/organisers?

No

Does your group have any qualified First Aiders?

Yes

Does your group use the medium of Welsh?

No

Does your group have an annual record of accounts?

Yes

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

Have you applied for a grant from Magor with Undy Community

Council before? *If so, please give details*

No

N/A

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

Please attach a copy of your organisation's constitution or rules if available

The Women's Institute plays a unique role in providing women with educational opportunities and the chance to build new skills, to take part in a wide variety of activities and to campaign on issues that matter to them and their communities.

As a local group of this organisation, we provide a meeting place for women of all ages to take part in the activities provided by the WI. It also offers an opportunity to meet with others from the local and broader communities, thus establishing new friendships. We arrange for speakers and demonstrators from the local area, to give an insight into activities in the area.

Please also see the page we have attached to this application for more details on our group and why we are applying for funding. Including a breakdown of how it would be spent.

Please tell us about your Finances: -

What are your 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?

Membership subscriptions are our main source of income.

Our membership breakdown is as follows: -

14 full members at £54 each = £756.00

1 member at £27.10 (reduced rate*)

Total subscriptions income = £783.10

**Multi members belong to another WI group where their national and Gwent federation fees are already paid*

Payments made from the subs: -

£14.35 of the subs is payable to the National Federation of Women's Institute = £14.35 x 14=£200.90

£12.25 of the subs is payable to the Gwent Federation of Women's Institute = £12.55 x 14=£175.70

Public liability insurance = £1.80 x 14=£25.20

Training officers = £14.00

WI emails = 0.50 x 14 = £7.00

Hall hire = £36.00 x 11=£396.00

Total payable = £818.80 This would leave a deficit of -£35.70 (£783.10 - £818.80=£-35.70)

However, we had a brought forward amount of = £949.73

Our main expenditure is for the hire of the room in the Hwb and the cost of speakers/demonstrations at the monthly meetings.

Fundraising

At every monthly meeting we have a raffle. Members and committee members donate prizes for the raffle and every three months we use takings from the raffle to buy prizes to supplement the donated prizes. We raise on average £20 per meeting.

Please also see the page we have attached to this application for more details on our group and why we are applying for funding. Including a breakdown of how it would be spent.

How much are you applying for?

£500

When would you require payment?

As soon as possible so we can start to plan events and speakers for next year and also start work immediately on promoting the group.

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

To pay to hire the hall for the next year plus promotional materials to advertise our group to build up membership numbers to increase our income.

The cost for hall hire is £396. Promotional materials are in the region of £100.

Please also see the page we have attached to this application for more details on our group and why we are applying for funding. Including a breakdown of how it would be spent.

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

Item	Cost	Funded from
Hall Hire	£396	From grant if successful
Promotional materials	£100	From grant if successful
Total project cost:	£496.00	

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?

Women of all ages in the Magor and Undy area. This will be a long-term benefit to enable the group to continue. The only restrictions to numbers would be based on the capacity of the hall that we hold our meetings in.

Please also see the page we have attached to this application for more details on our group and what we bring to the community.

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?

Women from outside of Magor and Undy can attend they may also already be members of other WI groups and decide to join us as 'WI multi members'

By booking speakers from charities (local and national charities) to speak at our meetings this helps to promote their work and fundraising. These are long- term benefits.

Please also see the page we have attached to this application for more details on our group and what we bring to the community.

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

No not at present.

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

N/A

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?

N/A

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.

Without any funding we will try to promote the group via social media only as we do not have funds available to pay for printed promotional material. We will consider self fund-raising opportunities/events, but the problem is that we would need to pay to hire a venue to hold any events.

We will have to consider finding a different venue within Magor and Undy, as currently the cost of the hall at the Hwb is only just covered by the membership subscription. If we cannot find a suitable venue the group may have to close

If we receive part funding, it will go towards helping to support the group as it is at present. We will also look again at ways to fundraise to supplement any part funding.

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

The Hwb is an excellent facility. It provides a large enough room, car parking facilities and within easy access for all members attending. There is excellent access to the hall and parking for less able-bodied members.

As the Hwb was built for the community of Magor and Undy it would be a great shame for our group to have to move from there because we cannot afford the cost of hiring a room.

Please also see the page we have attached to this application for more details on our group and what we bring to the community.

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)*

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Signature:

Sue Phillips

Date:

31/07/26

Position in Organisation:

Secretarv

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, Unit 3 Salisbury House. Magor Square, Caldicot, Monmouthshire NP26 3HY or e-mail: admin@office.magorundy.org.uk

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