



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:

Yum Yums Undy.

(Undy Yum Yums)

Main Contact Name:

Jane Smith

Contact address:

[Redacted]

Daytime phone number of contact:

[Redacted]

Contact e-mail address:

[Redacted]

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

Yes ☐ No ☒

How long has your group been operating?

9 yrs

Where and when do you meet?

Undy Church + Community Hall 1st Fri month (not August)

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

Afternoon Tea with live entertainment in a welcoming environment

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

Funding + Donations.

How much are you applying for?

£3,000 (Three Thousands pounds)

When would you require payment?

Sept '26

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

To continue running Yum Yums to a high standard

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

Item	Cost	Funded from
• Hall rental costs (increase expected) (£30 x 11)	330-00	Donations
• Professional entertainment (£120 x 11)	1320-00	
• Food Afternoon Tea (£90 x 11)	990-00	
Total project cost:	£2640-00	

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?

All attendees
30-40 people on our books
Long term benefits

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?

Currently it benefits an average of 28 on a regular basis, however Yum Yums is open to anyone in the locality. 2k would allow for rental of hall, entertainment + refreshment for a year (Spt'26 - Aug'27)

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.

Although we have received funding for past projects we have not applied for grant funding for the forthcoming year. Previous funding has allowed us to continue running Yum Yums, + to maintain high standards in all areas.

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?

Funding applied for from yourselves which was successful but amount and date received to be forwarded a.s.a.p. as Treasurer on holiday - (Sept 2025 - July 2026 - period.)

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.

The only way we can cut back is to reduce professional entertainment, which is the most popular with our guests. Rely on voluntary contributions from our team, for cakes, and reduce celebratory activities throughout the year.

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

If any further information is required please contact Jane Smith

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:

W M Smith

Date:

26th June 2027

Position in Organisation:

Chairperson

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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Small Charity Constitution

Small Charity Constitution

Suitable for small charities with an annual income under £5,000 that don't own a building or employ people and do not intend to register with the Charity Commission.

1 Name

The charity's name is

2 The purposes of the charity are:-

.....
.....

3 Trustees

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

4 Carrying out the purposes

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5 Membership

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

6 Annual General Meeting - AGM

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least.....members present at the AGM.
- (3) Every member has one vote.

- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 Trustee meetings

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

8 Money and property

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

9 General meetings

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

10 Setting up the charity

This constitution was adopted on 28 September 2022 by the people whose signatures appear below. They are the first members of the charity and will be the trustees until the AGM, which must be held within one year of this date.

Signed

Print name and address

W M Smit

[Signature]

G DAVIS

[Signature]

J BREEN

S.J. Roberts S.J. ROBERTS

K.G.D Mancino

DS ally

Gellamano

S Bouch

This constitution has been developed and promoted with the following organisations:



DIRECTORY OF SOCIAL CHANGE
INFORMATION AND TRAINING FOR THE VOLUNTARY SECTOR

bessac



ncvo

