

**Monmouth Town Council**  
The Shire Hall  
Agincourt Square  
Monmouth NP25 3DY



## **COMMUNITY PROJECTS GRANTS SCHEME 2011/2012 GUIDANCE NOTES**

### **1. INTRODUCTION**

Monmouth Town Council is pleased to announce that it has set aside £9,000 for 2011/2012 to fund Community Projects. The scheme will only be applicable towards expenditure of a revenue nature, e.g. towards the cost of holding a particular event, small-scale repairs and maintenance to buildings, equipment etc. The scheme is not applicable to capital schemes and large scale construction works such as a contribution towards a new village hall.

Applications are invited from local voluntary groups and charitable organisations within Monmouth for consideration by the Council for the award of grants of up to 75% of the total cost of projects or equipment. The maximum grant available will not normally be more than £750 per application and applications received in the designated time period will be assessed on their merits. The applicant will be expected to raise 25% of the cost of the project or the equipment through fund raising activities.

Applications may be submitted for contributions to projects costing up to £5000 and will be considered on their merit providing other sources of funding the balance have been secured.

Applicants must be able to demonstrate that a grant would enable them to contribute towards the Community Affairs Committee's aims and objectives:

#### **Aims**

To support and strengthen community participation, activities and events and to help develop a sustainable, welcoming community.

#### **Objectives**

- Oversee development of the social inclusion policies of the Council with particular regard to young people, the elderly, those with disabilities, the unemployed and other minority groups
- Work to maintain community services and facilities crucial to the town
- Oversee funding for community events such as the Festival and Carnival and Christmas events

- Oversee funding arrangements for CAB and Attik with a complete annual review
- Maintain a Community Grant Scheme that supports and encourages community activities and events
- Help develop communications to strengthen relationships and mutual understanding within the community
- Help develop community opportunities and access in the wards that involve health, play, information, music and entertainment
- Encourage young people's initiatives
- Organise a Christmas event and liaise with the appropriate committees to help facilitate a successful Carnival and Festival
- Review how best to recognise achievement and innovation in voluntary community activities

Grants will be awarded for projects and equipment to provide community benefit under the following categories:

**Community and Social** – to increase participation and involvement of the local community, to develop skills in voluntary groups, to improve community facilities (eg. village halls), to increase the ability of people to become more self-reliant in groups, provided that the groups receive no statutory funding, to provide or improve community facilities for people with disabilities or unemployed people, community health projects.

**Environmental Enhancement** – small-scale repairs and maintenance of village halls and community buildings, street furniture, notice boards, landscaping and planting.

**Recreation & Leisure** – to assist sports and leisure clubs in their efforts to develop and expand, particularly where this allows increased scope for the development of youth policies and financial sustainability.

**Arts & Culture** – to support a wide range of artistic activities and initiatives that make a contribution to the cultural life of the Town.

## 2. Who can apply?

Applications are welcome from groups and organisations across the Town.

Please note that applications from the following will **NOT** be considered:

- Individuals
- Organisations seeking to promote, support or oppose any political party
- Commercial businesses
- Church Councils or religious organisations, although voluntary groups linked to a church or religious body may be considered

Applications from national organisations having local branches may be considered, but must demonstrate that the project will be of benefit, either directly or indirectly, to communities in Monmouth.

Playgroups must clearly explain their status, i.e. voluntary, non-profit making, business etc.

Grants for certain fund raising activities, and other projects which are expected to realise a profit but require initial funding, will be made as a guarantee against loss or be conditional on the grant being returned if a profit is realised.

Retrospective applications will not be considered.

### **3. HOW TO APPLY**

Firstly, the application should identify and cost the project or equipment. Twenty five per cent of the cost will have to be raised by the applicant through local fundraising or from balances, so consideration must be given to how this can be achieved.

The Council's application form must be completed by a responsible member of the organisation and submitted by noon on Friday 27 January 2012 with the following supporting documents:

- The Constitution of the Organisation (if applicable) or at least, the aims and objectives of the organisation
- Copy of the costing for the project
- New organisations should submit a business plan and budget
- Copies of the audited accounts and balance sheets for the last two years (for new organisations, the bank statements to date will suffice)
- Up-to-date current account and investment account balances
- The last Annual Report of the organisation (if applicable).
- Copy of the public liability insurance certificate
- Copies of the Equal Opportunities Policy, Health and Safety Policy and Child Protection Policy for the organisation (if applicable)
- Copies of any permission needed to carry out the project (eg. planning permission etc).
- For community health projects, a letter of support from a health professional.

One body, the Community Affairs Committee appointed by the Council from the full membership of the Council, ensuring that all parts of the Town are fully represented, will consider and determine grants under the scheme. The Committee has full delegated powers to award the full grant allocation.

### **4. TERMS AND CONDITIONS**

- Grants, if approved, may be awarded for up to 75% of the total project cost. The balance of funds must be raised by local fundraising or from balances.
- Once a grant has been offered no change can be made and no allowance for inflation can be given
- Grants must be taken up within 12 months of the offer.
- VAT will not be paid to VAT registered organisations.

- Any revenue consequences of the project or equipment will be the responsibility of the applicant's organisation
- The applicant must issue an official acknowledgement of receipt of the grant and provide updates on its use and inform the Council when the project is completed.
- The Council will reserve the right to inspect the project from time to time during progress and at completion. Photographs may be taken, where appropriate, and used by the Council in publicity for the Grant Scheme.
- Applicants are requested to acknowledge the support provided by the Council in any publicity or related materials.