

# PROJECT GRANT SCHEME MONMOUTH

## Guidance Notes/Criteria

### 1. INTRODUCTION

Monmouth Town Council is pleased to announce that it has set aside £25,000 for 2025-26 to fund Community Projects in Monmouth and there is over £11,000 remaining for round 2.

Only one successful application for financial assistance may be made by a project in each Financial Year (April to March), however an organisation may make more for different projects. Any applications should be submitted **by Friday 7<sup>th</sup> November 2025.**

Applications will be considered from organisations for projects which benefit people in Monmouth. The applicant is usually expected to raise at least 25% of the cost of the project or the equipment through other fund-raising activities, however, this round of grants will allow applications for up to 100% of the project costs. This will be determined at the discretion of the Monmouth Town Council People and Places Committee.

Grants are awarded on a year by year basis and should not be relied on for further ongoing support.

### 2. WHO CAN APPLY

Applications are welcome from groups and organisations across the town.

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.

The following highlights what types of applications will or will not be funded:

- Grant applications will only be considered for projects and activities that will be undertaken in 1 of the 5 wards of Monmouth, and/or will be for the direct benefit of its residents.
- Grants may be given to fund core costs of community groups such as running costs (revenue) or direct delivery of projects/activities (excluding the purchase of a building) for example the one-off purchase of equipment (capital).
- Grants will not be awarded to any organisation if it is deemed to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.
- Funds will not be provided for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This does not exclude applications from faith-based groups who want to deliver community-based projects.

- No ongoing commitment should be given to the funding of salary costs or the project. This is a one off payment.
- The Council reserves the right to not fund community organisations that have outstanding debts to the Council.

Groups 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, can be made as a guarantee against loss or be conditional on the grant being returned if a profit is realised.

### 3. HOW TO APPLY

The application should identify and cost the project or equipment. It will be expected that the organisation raise twenty-five per cent of the project cost. Applications for 100% of the project costs will be considered with sufficient reasons given.

The Council's application form must be completed by a responsible member of the organisation and submitted by **Friday 7<sup>th</sup> November 2025**, with the supporting documents listed in the application form.

Please complete all sections of the form; it is not sufficient to refer to attached information. Where questions are not applicable, please insert "n/a" in the space provided and explain why.

#### **Applications from New Organisations:**

Monmouth Town Council welcomes applications from new organisations but recognises the difficulty of providing the required number of months' bank statements and audited accounts in this position. Applications from new organisations (less than 2 years' worth of accounts) will be limited to a grant of £3000 and will be required to provide the following with their application:

- The Constitution of the Organisation or at least, the aims and objectives of the organisation;
- Copy of the costing for the project/grant application to which the application applies;
- A business plan;
- Monthly bank statements from the start of the organisation to date;
- Evidence of the organisations committed and uncommitted reserves;
- Copy of the public liability insurance certificate;
- Copies of the Equal Opportunities Policy, Health and Safety Policy and Child Protection Policy for the organisation (where applicable);
- Copies of any permissions needed to carry out the project (e.g. planning permission etc).

## **Applications from Established Organisations:**

Any organisations that have been established for 2 years or more will need to provide the following, with their application:

- The Constitution of the Organisation or at least, the aims and objectives of the organisation;
- Copy of the costing for the project/grant application to which the application applies;
- Copies of the audited accounts and balance sheets for the last two years
- Up-to-date current account and investment account balances to include details of the organisations Committed and Uncommitted Reserves;
- The last Annual Report of the organisation;
- Copy of the public liability insurance certificate;
- Copies of the Equal Opportunities Policy, Health and Safety Policy and Child Protection Policy for the organisation (where applicable);
- Copies of any permissions needed to carry out the project (e.g. planning permission etc).

Monmouth Town Council's People and Places Committee will consider and determine grants under the scheme. The Committee has full delegated powers to award the full grant allocation.

Representatives of short-listed organisations may be invited to present to the People and Places Committee to outline details and answer any further questions raised by members before final grant award.

## **4. CRITERIA**

Applicants must be able to demonstrate that a grant would enable them to contribute towards the People and Places Committee's aims and objectives.

### **People and Places Committee Aims:**

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

The Well Being of Future Generations Act puts in seven goals that public bodies, including Monmouth Town Council must work to achieve. Your project should address these goals in order to qualify for funding.

The seven goals are:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and Welsh language
- A globally responsible Wales

Further details can be found here

<https://futuregenerations.wales/about-us/future-generations-act/>

## **5. TERMS AND CONDITIONS**

- Grants, if approved, may be awarded for up to 100% of the total project cost. If 100% is not awarded, 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.
- The Council should be informed when the project is completed, and an end of year report provided measuring and identifying its success.
- This end of year report must be submitted prior to any further application being made in the next financial year.
- 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.
- Successful applications must agree to indicate the sponsorship from Monmouth Town Council on their literature, publicity or related materials, i.e. MTC logo included on organisations' headed notepaper, in programmes/posters, website etc.
- The Council request that successful applicants' support is reciprocated by participating in Town Council events.

For any other details, please refer to our Community Grants Policy or contact [townclerk@monmouth.gov.uk](mailto:townclerk@monmouth.gov.uk).