

MSCT

Arts and Environment

HANDBOOK 2018/2019



The Millennium Stadium Charitable Trust provides financial support to inspiring projects throughout Wales.

The Millennium Stadium Charitable Trust was established through an agreement between The Millennium Stadium plc and the Millennium Commission. The Trust's income is generated through a levy on every ticket purchased for public events at the Stadium.

The Millennium Stadium Charitable Trust is an independent charitable foundation and is administered as a board of voluntary Trustees. Trustees are selected throughout Wales and represent varying worlds of sport, the community, youth groups, the arts and the environment.

The Millennium Stadium Charitable Trust is an all Wales organisation and regardless of the public event being held at the Stadium, all funds distributed by the Trust are spent in Wales.

OUR AIMS

Through its funding, the Millennium Stadium Charitable Trust aims to improve the quality of life of people who live and work in Wales. In particular the Trust aims to promote education, history, language, culture, music and folklore, particularly for those who face discrimination or disadvantage. Wales is a country rich in culture, history, language and sporting success. In today's era of globalisation people often forget what is in their own locality.

The Trust has chosen to provide a one-off grant scheme for 2018 Focussing on:

Community Arts and Environmental Projects

Applications must be for projects Engaging with organisation delivering Arts or Environmental

reporting and promotional purposes. The Trust may from time to time send applicants more information about the Trust.

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Please find below links to our policies.

[..\..\Policies & GDPR\MSCT consent form.docx](#)

[..\..\Policies & GDPR\MSCT Data Protection.docx](#)

[..\..\Policies & GDPR\MSCT Privacy note.docx](#)

DATA PROTECTION ACT

Applicants should note that the names of organisations funded by the Millennium Stadium Charitable Trust and the amounts they receive may be released to the public via press releases. This information is also available on request.

The Millennium Stadium Charitable Trust will use the information provided on the application form (and during the life of the grant, if awarded) to administer and analyse applications and grants. The Trust may give copies of some or all of this information to individuals and organisations that are consulted when assessing applications and monitoring grants. These organisations and individuals may include external assessors, accountants, and other organisations or groups involved in delivering the project. The Trust may also share the information with organisations providing matching funding, other public bodies, and other organisations and individuals with a legitimate interest in grant applications to the Millennium Stadium Charitable Trust. To help the Trust meet the needs of voluntary and community organisations, data provided may also be used for internal and external research,

projects in the community. **Funding is STRICTLY for capital, equipment, training, you may include some project delivery costs.** (Salaries and Overheads will not be entertained)

The organisation applying does not necessarily need to be an arts or environmental not for profit or charitable organisation, but the project being delivered must be an arts or environment project.

The Millennium Stadium Charitable Trust Supports	The Millennium Stadium Charitable Trust Does Not Support
Charitable organisations	Projects outside of Wales
Properly constituted voluntary organisations	Day-to-day running costs
Not-for-profit organisations	Projects that seek to redistribute grant funds for the benefit of third party organisations
Voluntary groups working with local authorities (applicant cannot be the	Payments of debts/overdrafts

local authority)	
Applications from groups working with young people.	Retrospective requests
	Requests from individuals
	Payment to profit-making organisations
	Applications made solely in the name of a local authority

Priority is given to organisation serving groups and communities suffering from greatest disadvantage

Young peoples' voices are a key component in developing provision and empowerment of young people is an essential feature of youth work's approach. The Trust is keen to support those committed to working with young people in Wales.

This request is made in order to support the Trust in its efforts to make the fund more widely known to other potential applicants.

(10) Further information and reports on progress must be supplied by the organisation when requested.

(11) All applicants will be required to complete an evaluation form at the end of the project. Successful applicants should ensure that their records are maintained and that the project is well documented in order to meet the Trust's requirements for completing this report. Receipts for all purchases made as part of the project need to be retained for this purpose.

(12) Applicants must notify the Trust of any change of contact details, including changes to key personnel or changes in address and telephone details.

Stadium Charitable Trust within 14 days of a refund being requested.

(5) The project for which a grant is offered must be completed within 12 months of the date of the offer of grant, any extensions need to be applied for.

(6) The Trust is a grant-making body, and its responsibilities are limited to the provision of funding for the purposes - and subject to the conditions - specified in any grant approved.

(7) The Trust does not have the intention, resources or the responsibility to examine or to make a judgement upon the capacity and adequacy or otherwise of applications for matters such as supervision and safety, insurance, child protection and training.

(8) The applicants will need to satisfy themselves upon such matters and to take whatever measures as may appear to them necessary in any particular case.

(9) It is a condition of grant that recognition is given to the Millennium Stadium Charitable Trust, via press coverage and/or branding on equipment etc.

The Trust is particularly interested in supporting projects that improve the quality of life of people and communities facing disadvantage.

FUNDING PRIORITIES

The focus of this Arts and Environment Fund is to support projects costs, volunteer costs, purchase of equipment and training costs that enable the delivery of projects focussing on these two areas.

The Trust strives to make a difference to community organisations and those organisations delivering community projects throughout Wales and appreciates that many organisations working in these areas rely heavily on volunteers.

The Trust is keen to support volunteer-based projects, particularly from ethnic minorities and people with disabilities.

In addition, the Trust recognises the difference that training can make to the development of young people and is keen to fund equipment costs if the need has been clearly identified.

How Much is Available?

A maximum grant of £5,000 is available to all applicants.

This Arts and Environment Fund is a one-off Grant. Successful applicants will have 12 months to undertake their project from the date they are awarded the grant.

Applicants are advised that if the funding required to activate the project exceeds the maximum amount that can be applied for, the Trust will need to know how the additional costs will be met. Where funds are still outstanding from one or more additional funding sources a grant may be offered conditional upon the applicant securing the additional funding necessary to deliver the project during a set time.

Terms And Conditions

If you accept a grant from the Millennium Stadium Charitable Trust it will be on the understanding that you have agreed to the following general terms and conditions:

- (1) The grant offered can be used only for the purposes described and itemised in the application. Changes in the use of the itemised amounts (virements) are not permissible without prior approval.
- (2) If the project costs differ from those forecast in your application, the grant payment will be conditional upon the applicant agreeing to submit a revised budget showing the actual project costs.
- (3) Grants will not be paid until the Millennium Stadium Charitable Trust receives formal acceptance of the offer of grant aid. The grant will be paid by cheque.
- (4) **Any under-spend of the grant at the end of the project must be returned to the Millennium**

notification for the receipt of their application, they are asked to request this in the email.

Trustees will meet on 21st June 2018 to make decisions on which applications to support.

All applicants will be advised of the outcome of their bid via email.

The decision of the board of trustees is final and applicants cannot appeal against the trustees' decision. The Trust does not comment on individual bids and request of this nature will not be responded to.

If a grant is offered, an offer letter with terms and conditions will be emailed.

Applicants will need to agree to these terms and conditions and to sign this document before funding is issued.

Successful applicants of the Youth Grant funding will still be eligible to apply to the next "normal" round, thereafter the usual rules of unsuccessful applicants not being able to re-apply for one year and successful applicants not being able to re-apply for three years will re commence.

Our Values

Leaving a Legacy

The Trust will want to know that a project is going to make a difference. Applicants are asked to consider, beyond the initial 12-month period, what long-term effects the project will have on the people involved.

Quality of Life

The Trust needs to know that it is improving the quality of the lives of the people who will benefit from the funding.

Passion and Value

Applicants will be expected to demonstrate passion and commitment in their applications. Applicants need to calculate how much they are requesting from the Trust on a 'per head' basis and consider whether this offers good value for money for the Trust.

Knowledge and Need

An applicant needs to demonstrate an understanding of their target group and should provide evidence to demonstrate this. Applications should argue strongly that there is a need for the project and for funding from the Trust. Applicants should ask the following questions:

- Has the project been piloted previously? If so, was it successful?
- What evidence is there to show that this project will be a success?
- What is the underlying problem or issue that this project hopes to address?

Working with Disadvantaged People

Priority is always given to organisations that serve groups and communities suffering from greatest disadvantage.

How To Apply

All applicants must complete the standard application form to apply for the Millennium Stadium Charitable Trust Arts a Grant scheme.

Applications can only be submitted by email. The form must be returned as a word document and not as a pdf or in any other form. **The form contains Macros that have been designed to work with a database and if completed on software other than Microsoft Word the form will not work. Please do not try to alter the form in any way.** The application must be accompanied by a copy of the organisation's constitution and most recent bank statement. These can be sent as PDFs. The name of the applicant needs to be the same as the name on the constitution and bank statement. If the organisation is a charity we need the Charity number and do not need the constitution. Electronic signatures are acceptable or this page can be printed signed, scanned and sent across as a pdf.

After submitting their application, applicants will not receive an acknowledgement of their submission. Should applicants wish to receive