

Magnox socio-economic scheme

Funding assessment process for applications over £10,000

Introduction

The funding assessment process has seven stages and may take several months to complete so please take this into consideration when planning your project.

Stage 1 - Acknowledgement

You will receive either an email or letter to acknowledge receipt of your application within five working days.

Stage 2 - Verification

Your application will be checked to make sure we have received all the correct information and to confirm that your project:

- closely matches our funding criteria
- has attracted match-funding from other sources
- has clearly defined Specific, Measurable, Achievable, Realistic, Timescale (SMART) targets and outcomes
- is sustainable post-funding
- is broadly supported by key stakeholders

If your application is incomplete it will be rejected and you will have to re-apply.

If your application doesn't match our funding criteria you will be informed in writing that your application has been unsuccessful.

If your application closely matches our funding priorities you will be informed in writing that your application is being processed. You may be asked to submit further information to demonstrate that you have the right procedures and policies in place to manage your project effectively and with due consideration for health and safety such as:

- Project plan detailing schedule of work, key project milestones and a full breakdown of costs.
- Public Liability/buildings insurance
- Planning permission
- Up- to-date criminal record bureau checks
- Risk assessments
- Health & safety training
- Provision of personal protection equipment

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Stage 3 - Application assessment

Your funding application will be assessed by a socio-economic funding team, who meet every month, prior to a Site Review which includes representatives from your local Magnox site and community, who also meet every month.

You will be notified in writing if your application has been successful or not within ten days of the Site Review.

Projects identified for potential funding will be presented to the Socio-economic Executive Review panel who meet in February, June, September and December. This panel make funding decisions for applications of up to £100,000 and recommendations for the NDA to support funding applications in excess of £100,000.

Funding applications requesting support of £500,000 or more follow the same process but the final funding decision resides with the NDA Executive.

Stage 4 - Validation and governance

If your application for funding is successful your project will be allocated a point of contact who will progress your application through to completion and liaise with the named primary contact on your application to:

- Confirm the completion date of your project
- Set Specific, Measurable, Achievable, Realistic, Timescale (SMART) Targets
- Set gate review periods/dates and agree reporting requirements depending on the complexity of your project. This may include funding being released in stages as key project milestones/SMART targets are met.
- Agree supporting evidence requirements e.g. publicity agreement to achieve press coverage in recognition of the support provided.

You will be asked to submit a recent bank statement for your organisation which must be registered to the address you have stated on your application form. You may also be asked to submit the following validation documents:

- A copy of your organisation's constitution
- Confirmation of your registered charity commission number
- A copy of your organisation's latest annual accounts signed by your organisation's Treasurer

Stage 5 - Payment and publicity

Payment will be made by BACS when your validation documents have been verified and project governance arrangements have been set. You will also receive a press pack including logos, brand guidelines and approved wording for publicity purposes.

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Stage 6 – Gate review/s

Your allocated MAGNOX contact will be in touch to remind you to submit the evidence for your periodic project gate review. This will be assessed by the MAGNOX socio-economic team.

You will be notified of a successful gate review decision in writing, agreed funding will be released for payment by BACS, and if appropriate, the next gate review date will be set.

If your evidence does not meet our requirements you will be notified in writing and asked to submit additional information for further consideration by the national Socio-economic Executive panel.

If the additional evidence you submit is satisfactory you will be notified in writing, agreed funding will be released for payment by BACS and, if appropriate, the next gate review date will be set.

If the additional evidence you submit is unsatisfactory you will be notified in writing that all further project funding will be withdrawn.

Stage 7 – Project completion

As your project nears its completion date your MAGNOX contact will be in touch to remind you to submit a project completion report and all supporting evidence.

Your project will be completed upon receipt of satisfactory documentation.