

Magnox socio-economic scheme

Funding assessment process

Introduction

The funding assessment process has a number of stages, depending on the size of the application, and for larger projects may take several months to complete. Please take this into consideration when planning your project.

Note: Applications in excess of £100,000 should be discussed with your local Socio-economic Lead before a full submission is made.

Acknowledgement:

You will receive a confirmation email to acknowledge receipt of your application within seven working days of submitting it. If you think you have not received a letter, please check your email spam folder before contacting us.

Verification:

Your application will be reviewed by your allocated Magnox Socio-economic Lead to make sure all relevant information is provided.

If your application is incomplete it may be rejected or we may contact you for more information.

We will check your application to ensure it meets our funding criteria. If it does not you will be informed in writing that your application has been unsuccessful.

Additional information for applications greater than £1,000

If your application is for more than £1,000 it will be reviewed to ensure your project:

- clearly matches at least one or more of our funding criteria depending on the value
- has attracted match-funding from other sources
- has clearly defined Specific, Measurable, Achievable, Realistic, Timely (SMART) targets and outcomes
- is sustainable post-funding or has achieved its outcomes
- is broadly supported by key stakeholders

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
- Risk assessments
- Health & safety training or supervision where relevant
- Provision of personal protection equipment where relevant

Assessment

Local Panel Assessment:

All applications will be assessed by the local Socio-economic funding panel, which includes representatives from your local Magnox site and community. They will bring the local knowledge and experience to the discussion.

The Local Panel makes decisions on applications below £1000, and recommendations on higher value applications.

Magnox Panel Assessment:

The Magnox Panel is made up of the Magnox Socio-economic Manager, Magnox Socio-economic Leads and a representative from the NDA Socio-economic Team. The panel makes decisions on applications between £1,000 and £10,000. In doing this it takes into account the view of the local panel. It also makes recommendations on larger projects to the Magnox Executive Panel

Magnox Executive Panel Assessment:

Projects identified for potential funding will be presented to the Socio-economic Executive Review panel who meet quarterly. This panel make funding decisions for applications over £10,000 and up to £100,000

Applications in excess of £100,000 are referred to the NDA with a recommendation for a final decision.

You will be notified in writing if your application has been successful or not as soon as practicable after the decision has been made for every level of funding.

Validation and Governance:

If your application for funding is successful your application will become "Live". 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

For awards less than £1,000

You will need to agree:

- The completion date of your project.
- SMART Targets or outcomes
- Supporting evidence requirements e.g. publicity agreement to achieve press coverage in recognition of the socio-economic support provided – remember this is also beneficial for your project!
- To complete an End of Project Report (pro-forma) to explain how the funding benefitted your organisation.

In addition, for awards greater than £1,000 you may be asked to:

- Agree Gate Review Targets for multi-year funding or staged funding requests and agree reporting requirements depending on the complexity and duration of your project. Liaise closely with Magnox to agree on-going publicity for the project

Payment

Payment will be made by BACS when your validation documents have been verified and project governance arrangements have been set.

Publicity

You will be given access to a press pack including logos, brand guidelines and approved wording to help with publicity.

Gate Review/s

This stage only applies to applications where the funding is awarded in several stages.

You will receive an automated reminder when your project gate review is due and you will be asked to complete a form and submit evidence to corroborate that your project has delivered the agreed targets. This will be assessed to ensure that the project is on target to achieve what it set out to do.

- You will be notified of a successful gate review decision in writing, the next gate review targets and date will be set.
- agreed funding will be released for payment by BACS. Following on from this, If we consider that your evidence does not demonstrate the required outcomes you will notified in writing and asked to submit additional information for further consideration. If the additional evidence you submit is unsatisfactory you will be notified in writing that all further project funding will be withdrawn.

Remember: If you are unsure about any aspect of your application you should contact your Magnox representative