

ARUNDEL TOWN COUNCIL

Charitable Grants and Donations

Policy

Purpose

Arundel Town Council awards grants to organisations in order to enhance the quality of life in our community.

Where do the grants come from?

Arundel Town Council has two sources of income. The precept, which is our share of local tax provide about 60% of the Council's income and most of the remainder is generated by letting out the Town Hall for weddings and events.

How much is available each year?

The total amount available for grants each year varies, and is included in the Council's annual budget, under s137 and s145 of the Local Government Act 1972. In 2025/26 the amount available under these combined headings is £10,000. As a guide the maximum amount for a grant would usually be £1,500.

Who are eligible for grants?

Most often grants are provided to voluntary organisations and charities in Arundel. They are also available for specific projects supporting Arundel's schools, youth groups and churches, all of whom play an active role in our community. Organisations outside of Arundel are eligible for grants provided that the grant benefits Arundel residents.

Who are not eligible?

Grants are not provided for national or international appeals or for sponsoring individuals or individual businesses, though grants may be provided in exceptional circumstances to support events which benefit the community. Please note, Arundel Town Council will decide on each application, on its own merit.

How is a grant application assessed?

Arundel Town Council considers applications quarterly at Full Council Meetings in June, September, December and March.

The key criteria used to assess an application are:

- Does the activity or project for which the funding is sought contribute to life in our community?
- Will our grant make a difference?
- Is the organisation likely to be able to deliver the project for which the funding is sought?
- Is the organisation financially sound and well-managed?
- Is the grant necessary, or can the organisation easily fund the activity from its own reserves?
- Are we being asked to make a grant for a project or activity which should be funded by some other Statutory Authority or body?

The application form is designed to enable the Council to reach an objective view on these criteria.

What conditions apply to council grants?

Because grants are made from public money the Council needs to apply conditions to them:

- The Council will ask for an end-of-project report, describing how the project or activity has been carried-out with a financial report explaining how the grant has been used. This report will be due within 12-months of the grant being awarded.
- If the project will take longer than 12-months to complete an interim report will be required.
- If the organisation cannot or does not use the grant for the purpose for which it was awarded within 12-months (or within a longer period if the Council permits an extension) it must be returned to the Council.

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Application Form

1 CONTACT DETAILS

Title	First Name	Surname
Organisation Name		
Post held in Organisation		
Address of Organisation		
Postcode	Telephone	
Email Address		

2 BACKGROUND INFORMATION

1	What is the amount of the grant or donation you are seeking?
2	What is the nature of your organisation or the activity for which you are seeking a grant?
3	What are the aims and objectives you wish to pursue with the aid of a grant or donation?
4	When was your organisation formed?
	Is your organisation a registered charity? YES / NO
	If YES, what is the Registered Charity No.
5	Is your organisation part of, or affiliated to, any national organisation? YES / NO
6	What is the catchment area covered by your organisation?
7	Briefly describe the project or purpose for which you are making this application?

8	How will/does your project or activity benefit the residents of Arundel? <i>Please include numbers of Town residents who use your organisation and details of how you advertise your organisation within the Town.</i>
9	Does your organisation have a presence in the Town e.g. by visiting the Town or providing access to your organisation's office? YES / NO
	If YES, please provide details

3 FINANCIAL INFORMATION

A PLEASE COMPLETE THIS SECTION IF YOUR APPLICATION IS FOR A GRANT OR DONATION TOWARDS A PROJECT

9	What is the total cost of your project activity?		
10	What is the amount of the grant or donation you are seeking?		
11	What is the expected completion date of the project?		
12	If the total cost is more than the donation you are seeking, do you already have the balance available? YES / NO		
13	Have you previously received or applied for a grant from Arundel Town Council? YES / NO		
	If YES, please give details	Date	Amount
14	Have you received or been promised any grant assistance from any other source towards this project? YES / NO		
	If YES, please give details	Date	From whom
		Date	Amount
		Date	Amount
15	Total funds raised to date for this project		
16	How much are you providing from your own reserves for this project?		

What level of reserves will you have remaining after you contribute to the costs of this project?

B

PLEASE COMPLETE THIS SECTION IF YOUR APPLICATION IS FOR A GRANT OR DONATION TOWARDS DAY TO DAY RUNNING EXPENSES

17	Are you seeking a charitable grant or donation towards a specific aspect of your organisation's day to day expenses e.g. staffing costs, equipment provision etc.? YES / NO		
18	If YES, please provide details		
19	What is the amount of the grant or donation you are seeking?		
20	How much are you providing from your own reserves for this project?		
	What level of reserves will you have remaining after you contribute to the costs of this project?		
21	Have you previously received or applied for a grant from Arundel Town Council? YES / NO		
	If YES, please give details	Date	Amount
22	Have you received or been promised any grant assistance from any other source towards this expenditure? YES / NO		
	If YES, please give details	Date	From whom
		Date	From whom
		Date	From whom
23	If YES, to what level do you receive funding in each financial year? £ per annum		

C**TO BE COMPLETED BY ALL APPLICANTS**

24	Please give details of your own fund raising efforts	
25	Total funds raised in last financial year	
26	If your organisation is part of, or affiliated to, any national organisation, do you receive funding from that organisation? YES / NO / N/A	
	If YES, how much do you receive each year	
27	All applications must be accompanied by the following financial information. If you do not supply this information your application will not be considered unless agreed in writing by the Council.	
	Enc.	
		A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position or;
		Photocopy of bank statements covering the past six months
		A statement of your capital assets, if any
	If you are unable to supply this information, please contact the Town Clerk for advice before submitting this application.	
28	Please add any further information in support of your application	
29	Please provide bank details for payment should your application be successful.	
	Account Name	
	Account Number	Sort Code

4 DECLARATION

I declare that I have answered all questions fully and truthfully. I also declare that any grant or donation made will be used solely for the purpose(s) outlined in this application. I understand that Arundel Town Council reserves the right to reclaim the grant or donation in the event of it not being used for the purpose specified.

Signed

Date

Name

Position

If an organisation or community group is awarded a grant from the Arundel Town Council, recognition must be made in any consequent publicity. The ATC logo will be sent for use on publicity material, website or social media.