

Arundel Town Council

CHARITABLE GRANTS AND DONATIONS

APPLICATION FORM

CONTACT DETAILS

Name of Organisation

Correspondence Address

.....

..... Postcode

Telephone No

Email.

Your Name

Your Position in Organisation

BACKGROUND INFORMATION

1. What is the nature of your organisation or the activity for which you are seeking a grant?

.....
.....
.....

2. What are the aims and objectives you wish to pursue with the aid of a grant or donation?

.....
.....
.....

3. (a) When was your organisation formed?

(b) Is your organisation a registered charity? YES / NO

(c) If YES, what is the Registered Charity No.

4. Is your organisation part of, or affiliated to, any national organisation?

YES / NO

5. **What is the catchment area covered by your organisation?**

.....
.....

6. **Briefly describe the project or purpose for which you are making this application?**

.....
.....
.....
.....

7. **How will/does your project or activity benefit the residents of Arundel?**
Please include numbers of Town residents who use your organisation and details of how you advertise your organisation within the Town.

.....
.....
.....
.....

8. **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

.....
.....
.....

FINANCIAL INFORMATION

Please complete either Section A or B. All applicants must complete Section C.

SECTION A

PLEASE COMPLETE THIS SECTION IF YOUR APPLICATION IS FOR A GRANT OR DONATION TOWARDS A SPECIFIC PROJECT (QUESTIONS 9 TO 16)

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?

Amount £

Date

From whom?

Amount £

15. Total funds raised to date for this project £

16. Please give details of any Reserve Funds allocated to this project

.....
.....

SECTION B

PLEASE COMPLETE THIS SECTION IF YOUR APPLICATION IS FOR A GRANT OR DONATION TOWARDS DAY TO DAY RUNNING EXPENSES (QUESTIONS 17 – 22)

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. Have you previously received or applied for a grant from ATC?

YES / NO

If YES, please give details:-

Date

Amount **£**

21. 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?

Amount **£**

Date

From whom?

Amount £

22. If YES, to what level do you receive funding in each financial year
£ per annum

SECTION C

TO BE COMPLETED BY ALL APPLICANTS (QUESTIONS 23 – 28)

23. Please give details of your own fund raising efforts

.....
.....
.....
.....

24. Total funds raised in last financial year £

25. If the answer to Question 4 above is YES, do you receive funding from that organisation YES / NO

If YES, how much do you receive each year £

26. 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.

- 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.

27. Please add any further information in support of your application

.....
.....
.....
.....

28. Please provide bank details for payment should your application be successful.

Account Name

Account Number

Sort Code

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.

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