**ARUNDEL TOWN COUNCIL**

**Queen’s Platinum Jubilee: Grant Application**

**Introduction**

Arundel Town Council is making available £5,000 to support groups and organisations which are planning to organise events to celebrate the Queen’s Platinum Jubilee during 2022.

Applications need to be submitted by Monday 21st March for consideration at the Council Meeting taking place on Thursday 7th April.

The maximum grant which will normally be awarded to any single group or organisation is £500.

The Town Council will continue to make grants for other purposes during the Jubilee Year, and for these you should look at the Town Council website: <https://www.arundeltowncouncil.gov.uk/grant-application-form/>

**Applying for a Jubilee Grant**

1. Applications should be made using the specific ‘Jubilee Grant’ form. All applications should be submitted by 21st March for consideration on the 7th April. If any grant money remains after the 7th April, applications will continue to be accepted and will be considered on a first come, first served basis.
2. Grants will be awarded for celebratory events which are specific to the Jubilee year and not for events which would have taken place in a normal year. All events applied for must clearly relate to the celebration of the Queen’s Platinum Jubilee.
3. The Platinum Jubilee is a year-long celebration, so events can be planned to take place at any time during 2022.
4. Events must be for the benefit and enjoyment of Arundel residents.
5. Recipients of Jubilee grants will be asked to provide photos of the event for which the grant was awarded which will be exhibited as part of our record of Arundel during the Jubilee year. We will ask groups to mention the support received from the Arundel Town Council Jubilee Grant in any publicity or printed materials relating to the event.
6. The Council reserves the right to ask for the return of any money which is not used for the purpose that it was awarded by the end-2022.
7. The Town Events Manager at Arundel Town Hall will be able to signpost you to the appropriate people in Arun if you need any help or support with your event e.g. to close a road for a street party, to obtain licences, investigate insurance requirements etc.

**ARUNDEL TOWN COUNCIL**

**Queen’s Platinum Jubilee Grant Application Form**

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| **A** | **ORGANISATION DETAILS** | | |
|  |  | | |
| **1** | Name of Organisation/Group | | |
|  | **DETAILS OF APPLICANT To whom all correspondence should be sent** | | |
| **2** | Name | Position within organisation | |
|  | Address | | Postcode |
|  | Telephone Number | Email Address | |
| **3** | Briefly describe the main purpose of your organisation/group/business | | |
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| **4** | Number of residents your event will be open to | | |
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| **5** | Are you targeting any specific age group with your event? | | |
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| **B** | **DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED** |
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| **6** | Please give a description of your proposed event and the date(s) on which it will take place |
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| **7** | What will the grant applied for be spent on? |
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| **C** | **AMOUNT OF GRANT REQUESTED** |
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| **8** | What is the amount of the Grant you are seeking from Arundel Town Council? |
| **9** | What is the total cost of the project or activity? |
| **10** | If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available? YES / NO |
| **11** | Have you applied for financial assistance elsewhere? YES / NO |
| **12** | If YES: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration. |
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| **D** | **BANK DETAILS** | | |
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| **14** | **Please provide details of your organisation’s bank details below** | | |
|  | Account Name | | |
|  | Sort code | Account number | |
|  | Bank/Building Society Name | | |
|  | Address | | Postcode |
|  | If your organisation is VAT registered, please supply your VAT number | | |
|  | **A Cheque can be arranged if required, please advise who it should be made payable to** | | |
| **15** | The cheque should be made out to | | |

**THE ABOVE SECTION WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE IF A GRANT IS AWARDED**

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| **E** | **DECLARATION** | |
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| **16** | Please ensure that this form is signed by an appropriate member of your group.  In signing this declaration, we agree that: 1. The information provided in this application is correct. 2. We have read, understand and accept the information on the first page of this form re. Queen’s Platinum Jubilee Grant Applications. 3. We will provide the Council with a full report on what the money was used for within 2 months of our event taking place.  4. We will ensure that we have any necessary insurance and approvals (e.g. for road closures) for our event. | |
|  | Signed | Date |
|  | Name | Position |

|  |  |
| --- | --- |
|  | **SUBMIT YOUR COMPLETED APPLICATION TO:** |
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|  | Email: [admin@arundeltowncouncil.gov.uk](mailto:admin@arundeltowncouncil.gov.uk)  Post: Carolyn Baynes – Town Clerk  Arundel Town Council  Arundel Town Hall  Maltravers Street  Arundel  West Sussex  BN18 9AP  Tel: 01903 882954 |

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| **F** | **DATA PROTECTION** |
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| **17** | As Arundel Town Council is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.  We will use the information you give us on the application and supporting documents for:   * Grant application * Monitoring grants * Evaluating the way our funding programmes work and the effect they have * Reporting statistics to Government   We may also give copies of this information to individuals and organisations such as:   * Accountants, auditors and external evaluators * Other organisations or groups involved in delivering the project   Please tick the box the box to confirm your understanding of Data Protection [ ] |