



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# APPLICATION FOR A VJ DAY COMMUNITY GRANT 2025

## GUIDELINES FOR APPLICATIONS

Angmering Parish Council has established a new community grant pot of £2,500 for 2025 to support groups in Angmering who are planning to organise activities to mark VJ Day - Friday 15 August 2025.

Grant applications can be made up to a maximum of **£500** and will be awarded on a first come, first served basis.

All groups, clubs, associations and businesses within Angmering are eligible to apply.

To find out more about the special Community Grant and how to apply please read on:

Applications will be assessed on their individual merits and against the criteria as below:

- The grant process will open on **23 June 2025**. The closing date for this scheme is **25 July 2025**. If funds are still available, the closing date may be extended.
- Applications will be considered on their own merit as they are received by the Parish Council and applicants will be notified of the decision within 7 days of receipt.
- Awarded grants may not necessarily be the amount requested.
- All projects must demonstrate a clear link to VE Day and actively benefit Angmering residents, promoting access for all and community wellbeing. For example: a community event, street decorations, themed artwork etc.
- Funding will not be granted towards firework displays.

Advice about obtaining public liability insurance, licences etc may be sought from Arun District Council.

## **PAYMENT OF GRANTS**

If your application is approved, you will be sent an email to advise you of this and the amount that has been awarded.

You will be required to provide a short report, to include photos of your project demonstrating what has been achieved by receiving your grant.

We would appreciate it if Angmering Parish Council could be acknowledged in any publicity and promotional material associated with the award of the grant (e.g. press releases).

**Please note:** Angmering Parish Council reserves the right to amend, delay or withdraw this Community Fund at any stage.

## **BEFORE YOU START YOUR APPLICATION**

Before starting your application, please make sure you have read the guidance above and have all the necessary documentation required to process your application. For assistance in completing this form please contact the Angmering Parish Council office.

You will require:

- Your Group/Organisation details
- Details of your project and how you will use your grant
- A clear budget which sets out costs identified to complete your project

You must also:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

As already stated, if at any point you need help completing your application, please do not hesitate to contact Angmering Parish Council for assistance, we can be reached as follows:

**Telephone:** 01903 772 124

**Email:** [admin@angmering-pc.co.uk](mailto:admin@angmering-pc.co.uk)

**Address:** The Corner House, The Square, Angmering, BN16 4EA

# APPLICATION FOR A VJ DAY COMMUNITY GRANT 2025

## SECTION A: ORGANISATION DETAILS

### NAME OF ORGANISATION/GROUP/BUSINESS

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### DETAILS OF APPLICANT

To whom all correspondence should be sent

Name:

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Position within the organisation:

Address:

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Postcode:

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Telephone Number:

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Email:

Website:

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<https://www>

### WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	<input type="checkbox"/>
An existing local group or organisation providing services available to residents of Angmering	<input type="checkbox"/>
A new group or organisation, wishing to provide services for the residents of Angmering	<input type="checkbox"/>
Angmering Business	<input type="checkbox"/>

**BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP**

**NUMBER OF RESIDENTS YOUR PROPOSAL WILL BE OPEN TO**

**ARE YOU TARGETING ANY SPECIFIC AGE GROUP WITH YOU EVENT?**

**SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED**

**1. Please give a description of your proposed event**

**2. What will the grant applied for be spent on?**

**SECTION C: AMOUNT OF GRANT REQUESTED**

**1. What is the amount of the Grant you are seeking from Angmering Parish Council?**

**2. What is the total cost of the project or activity?**

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**3. 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?**

Tick relevant box

<b>Yes</b>	
<b>No</b>	

Have you applied for financial assistance elsewhere?

Tick relevant box

<b>Yes</b>	
<b>No</b>	

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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**4. Please give details of your own fund-raising efforts:**

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## SECTION D: BANK DETIALS

Please provide your organisation's bank details below:

Account name:

Sort code:

Account number:

Bank/Building Society Name:

Address:

Post Code:

If your organisation is VAT registered, please supply your VAT number

THIS PAGE WILL BE DESTROYED AND NO RECORDS KEPT ONCE PAYMENT HAS BEEN MADE IF A GRANT IS AWARDED

## SECTION E: DECLARATION

### Declaration

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 Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

**Signature:**

**Date:**

**Please print full name:**

**SUBMIT YOUR COMPLETED APPLICATION TO:**

Email: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Post: Katie Herr – Clerk  
Angmering Parish Council  
The Corner House  
The Square  
Angmering  
West Sussex  
BN16 4EA

Tele: 01903 772124

**SECTION F: DATA PROTECTION**

As Angmering Parish 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 – yes I do