



### Littlehampton Town Council Sports Funding Policy

#### Sports Funding Policy

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**Replaces** N/A

**Policy Maker** Community Resources Officer

**Responsibility** Community Resources Committee

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**This information pack contains:**

Main Objectives
General Conditions
Process
Application
Assessment
Reporting and Acknowledgement
Appendix A – Criteria
Appendix B – Application Form



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*“Sport means all forms of activity which, through casual or organised participation, aims at improving physical fitness and mental well-being, forming social relationships, or obtaining results in competition at all levels.”*

(Council of Europe, European Sports Definition of Sport)

### Introduction

The annual Sports Funding scheme is a joint initiative, funded by **Littlehampton Town Council** and supported by the **Littlehampton Sports Forum**, designed to help local sports clubs and providers of healthy activities in delivering real benefits to Littlehampton residents.

The Sports Forum meets on a quarterly basis throughout the year for mutual support and promotion of sport and healthy activities in Littlehampton. The Town Council and Sports Forum share a vision to see an increase in local participation; celebrate sporting achievements, excellence and success; explore and support the development of long-term and sustainable outcomes for local sport and facilities; encourage the social and health benefits provided through sports and healthy activities.

You can read more about the Sports Forum on the Town Council website here:  
[www.littlehampton-tc.gov.uk/sports-forum](http://www.littlehampton-tc.gov.uk/sports-forum)

### Purpose of Sports Funding

Sports Funding is one practical way in which the Town Council specifically advances the aspiration to increase participation and inclusion.

Grants are given to voluntary, cultural, charitable, non-profit making and sporting activities for the benefit of the local community and enabling grassroots development in sports and healthy activities. The objectives of an applicant and the wider community benefit for Littlehampton arising from the grant are taken into account as part of the assessment.

### Annual Focus

Through discussion with local clubs, each year the Sports Forum and Town Council considers whether to have a specific focus for Sports Funding to ensure it receives the maximum benefit for the community; whether this is a particular need or demographic, that is identified, that could see improved involvement by increased attention, encouragement or support through provision of the funding.

The Annual Focus for Sports Funding in 2025 is:

***To widen participation in sports and healthy activities in the most inclusive way***



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Recognising each club or service provider will have their own approach on how to meet this aspiration, the onus is on them to clearly detail how they will do this, within the application.

In acknowledging the Annual Focus above, applications are advised to demonstrate the following:

- How the applicant looks to change and adapt their current service, creating new opportunities to widen participation
- How the applicant looks to remove barriers to participation in local sports and their capacity to support this aim
- To show support for an identified need in the community, providing clear parameters on how the application looks to address that need
- Provide a defined benefit directly to Littlehampton residents with clear aims and objectives
- Provide a plan for how deliverables will be measured and reported, with evidence and feedback to show how the Annual Focus has been met
- To show support for equality, diversity and inclusion; specifically new or adapted services to engage disadvantaged or under-represented groups.

There is a limited budget each year for Sports Funding and the amounts requested often exceed the funds available. It is therefore important that applicants demonstrate how they align with the grant's aspiration for increasing participation in sports and healthy activities in the local area for residents and members of local clubs. **The main criteria can be found in Appendix A**, and all potential applicants should ensure they have read this before making an application.

### **General Conditions**

1. Clubs, societies or organisations must demonstrate the level of benefit that their service will bring to Littlehampton and its residents.
2. The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.
3. Clubs, societies and organisations must submit constitutions, rules or other governing documents, names of officers and annual accounts where available.
4. Only one grant application will be considered for any resident, club, society or organisation in any one year. Organisations in receipt of a Service Funding Agreement from the Council will not be considered for additional grants.
5. Grants will only be made to non-profit making organisations supported by unpaid volunteers or not-for-profit schemes.



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6. Any grant award that has been carried over from the previous year's Sports Funding programme will not be eligible to apply in this Sports Funding scheme.
7. All other sources of funding must be declared at the time of the application.
8. Where funding is given for an event, the organiser must indemnify the Town Council against any claim from any party as a result of any incident or accident associated with the event. Where funding is awarded for any other purpose the Town Council cannot be held responsible or liable in any capacity.
9. There shall be no change to the intended use of the grant without express written authority of Littlehampton Town Council.
10. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded. The Sports Funding year runs November to October.
11. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to Littlehampton Town Council.
12. On completion of the project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.

#### Reporting and Acknowledgement

13. In July the following year, or before this time if the grant has been spent, the recipient will provide a feedback report demonstrating the outcomes and clear benefits or the achievements accomplished because of the award.
14. These reports will be compiled into a final annual summary for the Town Council's Community Resources Committee. This information will be shared with the Sports Forum to inform the Annual Focus for the following year.
15. If the intended purpose of the funding is incomplete after the funding year the group or organisation may be required to return the grant amount.
16. If funds are misused repayment of the full amount will be required. Failure to report misused funds may result in ineligibility for future grants.
17. If the group or organisation should dissolve or cease to exist any assets obtained from the grant should either be returned to Littlehampton Town Council or, in agreement with the Town Council, passed onto a group with similar objectives.
18. The recipient shall acknowledge Littlehampton Town Council as funders on all correspondence and, as far as possible, on publicity material or display the Town Council's logo, where practical, on any items purchased in recognition of the grant funding from the Town Council.
19. The recipient should notify Littlehampton Town Council of any publicity opportunities for promoting their use of the grant and its wider community benefit.



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### Process

20. Littlehampton Town Council sets a budget each year for grants to fund organisations that undertake work or provide services of benefit to the town and its residents. The budget for Sports Funding is agreed annually by Littlehampton Town Council during its Full Council meeting in January.

### Application

19. Applications will open in mid-September and close by mid-October. **See Appendix B, Application Form.** Applicants will be notified on the outcome of their application in early November.
20. There is no minimum or maximum amount for which the applicant can apply. The applicant can enter an application for any amount, up to the total amount available. But all funding is subject to availability and competitive assessment.
21. The Sports Funding initiative will be promoted on the Town Council website, social media and local press.

### Assessment and Decision Making

22. When the period for receiving applications has closed, each one will be reviewed by Officers and any further information will be sought at this stage, for clarity and completeness.
23. Officers will produce recommendations for a Selection Panel. The panel will be comprised of the Town Council's Grant Aid Panel and invited members of the Sports Forum Executive. It will assess applications and confirm the funding allocation.
24. Membership details of the Selection Panel will be published on the Town Council website.
25. Decisions will be based on an application's relevance to the Annual Focus; community benefit; feasibility and value for money; inclusion, diversity and impact.
26. Following the Selection Panel's decisions, applicants will be informed of the outcome of their application. If successful this communication will include expectations for acknowledging and reporting on their project's funding, and access to the Town Council's logo artwork.
27. Payments will be made once relevant bank details have been provided by the successful applicants.
28. In July the following year, recipients will be contacted to provide feedback and impact reports for their projects.



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29. This information will contribute towards decisions regarding the Annual Focus for the following year's Sports Funding.
30. The feedback reports will be collated into a final report for inclusion in the Sports Forum meeting in the autumn of that year.

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#### **APPENDIX A – Sports Funding Criteria**

##### **Applications must meet the following criteria to be considered for Sports Funding:**

- Grant applications will only be considered from clubs, societies and organisations that are Littlehampton based OR who operate a service in Littlehampton that brings a significant and clear benefit to the town.
- Applications for individuals are not eligible.
- The grant should support a need in the community as identified by the Sports Funding Annual Focus and be able to clearly demonstrate how the grant will address that need. This may be through coaching, training or equipment costs; start-up costs for a new initiative; a project that increases access and opportunity etc.
- Grants will not be made towards salaries or payment of staff.
- Grants will not be provided to cover general building running costs or general maintenance costs.
- Grants will not be made for retroactive expenses or projects outside of the Annual Focus.
- Grants will not be provided for projects that are solely focused on marketing. It's accepted that marketing is an integral part of new or existing activities, however this must be supplementary and not the sole focus.

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### APPENDIX B - Application Form

**Please refer to the guidance notes before completing this form**

#### **Section A – Your Organisation**

##### **Section A – Guidance Notes**

- The name of your organisation should be the same as the name on your constitution.
- It is helpful if you can give your project a title which reflects what it is about, i.e. 'Widening Membership'.
- The contact person must be someone from your organisation who can talk about this application in detail. They should have official permission from your organisation to be the main contact.
- Describe the type of organisation running the project, if you are unable to find an appropriate box, please describe the status of your organisation, for example, a sports club.
- Please tell us about your membership charges. Organisations often charge an annual subscription or ask members for a small amount each week to cover hire of halls etc. Please tell us how much your organisation charges and how often.
- Please tell us if and when you have received a grant from the Town Council before.

Name of your organisation	
Name of your project/event/activity	
Name of main contact	
Position within your organisation	
Address for correspondence	
Postcode	
Organisation Website/Facebook address	
Telephone number	

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When are the best times to reach you on this number?	
Email address	

Please tick the description that best describes your organisation.

Charitable Incorporated Organisation (CIO)	
Charitable Trust	
Charitable Company (limited by guarantee)	
Community Interest Company (CIC)	
Community Benefit Society	
Cooperative Society	
Unincorporated Association	
Community Amateur Sports Club (CASC)	
Other (please specify)	

Describe your organisation's main purpose and regular activities.

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Total number of members OR people supported	
---------------------------------------------	--



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Please give a breakdown of the age range

Children under 12		
12–18-year-olds		
18–60-year-olds		
Over 60s		
What percentage of your total membership lives in Littlehampton?	%	
What membership charges does your organisation make (if any)?		
How many people will the funded project benefit in Littlehampton?		
Have you received grant funding from the Town Council in the past?	<b>Yes</b>	<b>No</b>
If yes, in what year(s)?		

### Section B – About the Project

#### Section B – Guidance Notes

- Please include as much information possible in your answer describing the proposed project. For instance:  
**Who** will be leading the project? e.g. team of coaches based at the club.  
**What** are you going to do? e.g. run an introductory croquet course.  
**Why** are you doing it? e.g. to increase interest in the sport and encourage social interaction.  
**When** are you doing it? e.g. three days in the summer.  
**Where** are you going to do it? e.g. the club's croquet lawns.  
**How** are you going to do it? e.g. contact local schools and community groups, create a booking form online, deliver the sessions with the club's coaches.
- Please tell us how much money you would like from the Town Council and what you will spend it on. If this grant will only pay for part of your project, please tell us how much money you still need to find.



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Please briefly describe your proposed project/event/activity (as detailed in the guidance notes above)

Please describe the wider benefits your project will bring to the Littlehampton community. What priorities/issues will you address? E.g. reduce social isolation etc.



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How much sports funding would you like (max. £2,000)?		
What will this sports funding pay for? Please give a clear financial breakdown of the items and services you wish to be funded.		
Do you still need to find additional funding?	Yes	No
If yes, how much?		
What is the total cost of the project?		
If your application for sports funding is unsuccessful or if you receive less funding than the requested amount can your project still proceed?	Yes	No



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#### **Section C – Other Sources of Funding**

##### **Section C – Guidance Notes**

- Please tell us other money you are expecting to raise for this project.
- Please tell us about other grants you have applied for to fund this project and if you have received funding confirmation from any grant giving sources.
- Please tell us about any time or resources given free of charge.

Do you expect to raise money from any other sources for this piece of work? Please estimate if exact figures not known.

	£
Ticket sales	
Other sales	
Sponsorship	
Fundraising	

Have you applied for grants from other sources to help with this project/event/activity?

	Applied for	Confirmed	When is it expected
Arun District Council			
West Sussex County Council			
Trusts/Grant Giving Bodies			
Other (please give details)			



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Do you expect to receive any help or support other than money? Please give details of what will be contributed. *Don't forget volunteer hours count as well. Daily costs: unskilled £50, skilled £150 and professional £350.*

#### Section D – Supporting Documents

##### Section D – Guidance notes

- If this information is not available, please include a note to explain why. Your application will not be considered without evidence of your financial situation.

Please enclose with your application the following supporting documents – please tick

Income and expenditure account	<input type="checkbox"/>
Balance sheet	<input type="checkbox"/>
Club/organisation Constitution or Articles of Association	<input type="checkbox"/>
Diary of events or programmes	<input type="checkbox"/>
Coach Certification	<input type="checkbox"/>
Confirmation from the organisation that DBS checks for those running sessions have been undertaken	<input type="checkbox"/>
Public Liability Insurance to cover the sessions	<input type="checkbox"/>
Risk Assessment for the sessions	<input type="checkbox"/>



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### Section E – Declaration

#### Equal Opportunities

The Town Council wishes to secure genuine equality of opportunity, whether required by legislation or not, in all aspects of its activities.

#### Declaration

I confirm that I am authorised to sign this declaration on behalf of **the organisation named in section A** and that, to the best of my knowledge and belief, all replies are true and accurate.

I further confirm that this registration is made on the basis that if it is successful, the group will be bound to use the grant only for the purposes it specifies and will have to comply with the terms and conditions attached to the grant by the Town Council. I understand that the Littlehampton Town Council reserve the right to conduct a post-project assessment to check that we have complied with the terms and conditions of the scheme.

#### Data Protection

The details you provide will be used by Littlehampton Town Council to update you with information about your grant aid registration. Information contained within your grant aid registration will be retained for a period of 4 years if unsuccessful or 7 years after the grant payment if successful.

If you would like us to retain your details to inform you of other Town Council matters, please tick the relevant box(es) below.

I consent to my details being added to a database to receive information about:

	Yes	No
Grant funding from the Town Council		
Grant Funding opportunities from other funders		
Other Town Council events and information		

How do you wish to receive all correspondence from the Town Council? Please tick.

Email	Post
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The information you provide will be kept secure and will not be passed onto any third party without your consent.

Should you wish to stop receiving information about grants and other Town Council information or amend the contact for your organisation please contact the Community Resources Officer on 01903 732063 or [grants@littlehampton-tc.gov.uk](mailto:grants@littlehampton-tc.gov.uk)



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<b>Signature</b>	
<b>Name Printed</b>	
<b>Organisation</b>	
<b>Date</b>	
<b>Please return by 4.30pm, Monday 24<sup>th</sup> November 2025 to: Community Resources Officer, Littlehampton Town Council, The Manor House, Littlehampton, West Sussex BN17 5EW or email it to <a href="mailto:grants@littlehampton-tc.gov.uk">grants@littlehampton-tc.gov.uk</a></b>	