



## KIRKBURTON PARISH COUNCIL

Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT  
Tel: 01484 604391. Email: [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk)

### GENERAL GRANT SCHEME APPLICATION FORM : 2021 – 2022

**This form is only for General Grant applications being considered between April 2021 & March 2022.**

**If you would like to apply for a Small Annual Grant or a Clock Grant, please use that specific form, both of which will be available on the website and from the Clerk at the beginning of September.**

Please complete this form as clearly as possible and return it to the above address, preferably by email. The deadlines for receipt of applications are: 29 October 2021 and 4 February 2022. Late applications cannot be considered.

Where \* please delete as appropriate.

<b>1. Organisation Name:</b>	
<i>This must be the same name as that used on the bank account and Constitution.</i>	
<b>2. What is the date the organisation's Constitution was agreed / last amended?</b>	
<b>3. Describe the project or activity this grant would be used for:</b>	
<b>4. What is the total cost of the purchase or project?</b>	£
<b>5. How will this purchase or project benefit some / all of the residents in the Parish?</b>	
<b>6. How much are you applying for:</b>	£
<b>7. If the grant does not cover the full cost of the purchase/ project, how will the rest of the cost be financed?</b>	

8. **Do your organisation's accounts include any ring-fenced / allocated amounts? If so, please give the total and details of what the funds are needed for.** *Ring-fenced amounts are to cover the cost of items such as expected utility bills, reserves in case of emergencies, savings towards a major purchase, etc.*

9. **Is this an Emergency? Y/N\*** **If yes, please explain the reasons for the emergency.** *Continue on an additional sheet, if required.*

10. **Have any purchases been made, or has any work commenced which forms part of this project?**  
**Yes/No\***

NB: Retrospective applications are invalid.

Please include below any other information which you consider to be relevant to your application.

#### **CHECKLIST**

Please enclose the following with your application. We will only process your application when we have received them. Incomplete / late applications will be deferred to the next meeting (if there is one).

**Documents required for all applications:**

- A completed application form, with every question answered.
- A copy of the most recent bank statement, unless it has already been supplied.
- A copy of the current Constitution, unless it has already been supplied.

**Applications of £751 or more:**

- All of the above documents.
- A set of the latest published annual accounts.

NB: Please do NOT send lists of individual transactions.

Please email the completed application form with all supporting documentation to [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk) or alternatively post to: Kirkburton Parish Council, Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT

**The deadlines for receiving the full applications are: 29 October 2021 and 4 February 2022.**

Applications received after those dates cannot be considered.

If you have any queries or need assistance with your application, please email the Clerk or leave a message on 01484 604391. The office is closed due to the pandemic, but the Clerk is working from home and periodically collecting telephone messages and post. Emails are being dealt with remotely.

***You are advised to keep a copy of this application for your own records.***

***Don't forget to complete the Contact Details sheet!***

If you are printing this form out, please ensure this page is on a separate sheet, as the information will be separated from your application form in order to comply with GDPR.

<b>CONTACT DETAILS</b>	
<b>1. Name of organisation:</b>	
<b>2. Contact person for this application:</b> Mr/ Mrs/Miss/Ms * <span style="float: right;">Other Title:</span>	
<b>3. Position held (e.g. Chairman, Secretary, Trustee etc):</b>	
<b>4. Address where the organisation is based:</b>	
NB: This must fall within the Parish Council area.	
<b>5. Correspondence address (if different to the one above):</b>	
<b>6. Email address:</b>	<b>Daytime telephone number:</b>
<b>7. Account Name:</b>	
<b>Sort Code:</b>	<b>Account No:</b>
<b>Please ensure that the name is exactly as on the statement, or the transfer cannot be made.</b>	
<b>DECLARATION</b>	
This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder, Trustee, etc.	
<ol style="list-style-type: none"> <li>1. I am authorised to make the application on behalf of the above organisation.</li> <li>2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.</li> <li>3. I certify that the information contained in and with this application is correct.</li> <li>4. I give permission for the Council to record the details of my organisation and my contact details and to retain the information as long as it is required.</li> </ol>	
<b>Signed</b>	<b>Date</b>
<b>Position</b>	

The Council declares that all personal information provided will be processed in accordance with the requirements of the General Data Protection Regulations. Please see the Privacy Notice for details: <http://www.kbpc.co.uk/Documents/6/privacy-notice.aspx> A copy is available from the Clerk on request. *Please ensure you have answered every question and supplied full Contact Details. Failure to do so could mean your application cannot be processed.*