



KIRKBURTON PARISH COUNCIL

QUEEN'S PLATINUM JUBILEE GRANT SCHEME APPLICATION FORM

This form is only for grant applications for funding towards the cost of holding a community event to celebrate the Queen's Platinum Jubilee

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: 4 February 2022. Late applications cannot be considered.

Where * please delete as appropriate.

1. Organisation Name:	
<i>This must be the same name as that used on the bank account and Constitution.</i>	
2. What is the date the organisation's Constitution was agreed / last amended?	
3. Describe how the funding would be used:	
4. What is the total cost of the purchase or project?	£
5. How will this purchase or project benefit some / all of the residents in the Parish?	
6. How much are you applying for:	£ Maximum grant is £300
7. If the grant does not cover the full cost of the purchase/ project, how will the rest of the cost be financed?	

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

NB: Retrospective applications are invalid.

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

CHECKLIST

- I have completed every question on the application form. Yes / No
- I enclose a copy of the most recent bank statement, unless it has already been supplied. Yes / No
- I enclose a copy of the organisation's current Constitution, unless it has already been supplied. Yes / No
- I have completed the Contact Details and signed the application form. Yes / No

Please ensure that your application is complete. We will only process your application when we have received all of the requested documents and the form is complete.

Incomplete / late applications will automatically be refused.

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

The deadline for receiving the completed application with supporting documents is: 4 February 2022. Applications received after those dates cannot be considered.

If you have any queries or need assistance with your application, please contact Emma Booth, Administrative Assistant.

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.

CONTACT DETAILS	
1. Name of organisation:	
2. Contact person for this application: Mr/ Mrs/Miss/Ms *	Other Title:
3. Position held (e.g. Chairman, Secretary, Trustee etc):	
4. Address where the organisation is based:	
NB: This must fall within the Parish Council area.	
5. Correspondence address (if different to the one above):	
6. Email address:	Daytime telephone number:
7. Account Name:	
Sort Code:	Account No:
Please ensure that the name is exactly as on the statement, or the transfer cannot be made.	
DECLARATION	
This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder, Trustee, etc.	
1. I am authorised to make the application on behalf of the above organisation.	
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.	
3. I certify that the information contained in and with this application is correct.	
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.	
Signed	Date
Position	

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.*