



KIRKBURTON PARISH COUNCIL

Burton Village Hall, Northfield Lane, Highburton, Huddersfield, HD8 0QT
Tel: 01484 604391. Email: clerk@kirkburtonparishcouncil.gov.uk

SMALL ANNUAL GRANT APPLICATION FORM 2025 – 26

This form is only for applications to be considered at the Committee meeting in November 2025.
Please read the rules carefully before completing the form.

Please complete this form in either black ink or typewritten, and email or post to the above address.
The deadline for receipt of applications is **Friday 24 October 2025**.
Applications received after that date will automatically be refused. Emailed forms are accepted.

Where *, please delete as appropriate. Please include all information on the form, if possible.

1. Organisation name:

This must be the same name as that used on the bank account and constitution.

2. What is the date the organisation's Constitution was agreed / last amended?

Please attach a copy, unless the Council is already in possession of the current document.

3. What is the purpose of your grant application? *Please briefly describe how the money will be spent. It can be for anything essential for the running of your group, including insurance, rent, equipment etc.*

4. How much are you applying for:

The maximum grant available is £300.

£

5. Have any purchases been made or ordered? *Retrospective applications are not permitted.*

6. If there is any other information which you consider to be relevant to your application, please provide details below.

If you are printing this form at home, please ensure this page is on a separate sheet as the information will be separated from your application form to comply with data protection legislation.

CONTACT DETAILS	
1. Name of Organisation:	
2. Contact person for this application: Mr/Mrs/Miss/Ms*	
3. Position held <i>(for example, Chairman, Secretary, Trustee etc)</i>	
4. Address where the organisation is based: <i>This must fall within the Parish Council area.</i>	
5. Correspondence Address (if different to the one above):	
6. Email address:	
7. Daytime telephone number: <i>Groups are advised to have a generic email address.</i> <i>If you are emailing the application, please put SMALL ANNUAL GRANTS in the subject line.</i>	
8. Account Name: <i>Please ensure that the name is exactly as on the statement, or the transfer cannot be made.</i>	
Type of Account: Sort Code: Account No:	
Have these details changed from those previously supplied? Yes / No <i>The Parish Council does not retain groups' bank details, but if you have changed accounts since you last supplied your details, the Parish Council will need to register you again with the bank to make the payment.</i>	
CHECKLIST	
Please enclose the following with your application. We will only process your application when we have received them.	
	Please tick
A completed application form, with every question answered.	
Full contact details for at least one officer of the organisation.	
A copy of your current Constitution if the Council does not already have one on file.	

DECLARATION

This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.

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 retain the details of this organisation.

Signed*

Date

Position

Please just type in your name if you are emailing the application.

Please email the completed application form with all supporting documentation to clerk@kirkburtonparishcouncil.gov.uk.

If you do not have the facility, post it to Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT.

The deadline for receiving application forms is **Friday 24 October 2025**. Late applications will automatically be refused.

Emailed applications are welcomed and preferred. They will normally be acknowledged. If you do not receive an acknowledgement, it may not have been received.

If any supporting documents are missing, applicants will be notified and requested to supply them by a given date. If they are still missing at that point, the application will be judged to be invalid and will be automatically refused.

If you have any queries or need assistance with your application, please contact the Council as below:

- Tel: 01484 604391
- Email: clerk@kirkburtonparishcouncil.gov.uk
- Website: www.kbpc.co.uk

If you are delivering your application by hand when the office is closed, please put it in the Village Hall post box, which is to the left of the main door when facing the building.

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

All details provided within this application will be dealt with in accordance with data protection legislation. A copy of the Council's Privacy Notice can be viewed on the website and is available on request.