

Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT Tel: 01484 604391. Email: admin@kbpc.co.uk

SMALL ANNUAL GRANT APPLICATION FORM 2024 – 25

This form is only for applications to be considered at the Committee meeting in November 2023

New forms are available from September each year. 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 27 October 2023. Applications received after that date will automatically be refused. Emailed forms are accepted.

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Signed* Date

Position

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SMALL ANNUAL GRANT APPLICATION FORM 2024 – 25

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5. Correspondence Address (if different to the one above):	
6. Email address: Daytime telephone number:	
Groups are advised to have a generic email address. If you are emailing the application, please put SMALL ANNUAL GRANTS in the	e subject line.
7. Account Name:	- · · · · · · · · · · · · · · · · · · ·
Type of Account:	
Sort Code: Account No:	
Please ensure that the name is exactly as on the statement, or the transfer cann	ot be made.
Have these details changed from those previously supplied? Yes / No The Parish Council does not retain groups' bank details, but if you have changed ac supplied your details, the Parish Council will need to register you again with the bar payment.	
CHECKLIST	
Please enclose the following with your application. We will only process your applicat received them.	tion when we have
	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.	+

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: admin@kbpc.co.uk.

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

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

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Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT Tel: 01484 604391. Email: admin@kbpc.co.uk

SMALL ANNUAL GRANT APPLICATION FORM 2024 – 25

This form is only for applications to be considered at the Committee meeting in November 2023

New forms are available from September each year. 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 27 October 2023. Applications received after that date will automatically be refused. Emailed forms are accepted.

1.	1. Organisation Name:				
Th	is must be the same name as that used on the bank o	account and Constitution, and will be used on the grant			
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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.				
2					
3.	What is the purpose of your grant application?	Please describe below how the money will be spent.			
4.	How much are you applying for:				
	The maximum grant available is £300	£			
5.	Have any purchases been made or ordered?				
_	NB: Retrospective applications are not permitted.				
6.	If there is any other information which you con	sider to be relevant to your application, please			
	provide details below.				

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