

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 in order 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 (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: <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>	
7. Account Name: Type of Account: Sort Code: Account No: Please ensure that the name is exactly as on the statement, or the transfer cannot 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 accounts since you last supplied your details, the Parish Council will need to register you again with the bank to make the payment.	
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:

admin@kbpc.co.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 27 October 2023. 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 is possible it has not 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 Emma Booth.

Tel: 0772 678 4982

Email: admin@kbpc.co.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.