



## 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)

### SMALL ANNUAL GRANT APPLICATION FORM 2022 – 23

**This form is only for applications to be considered at the Committee meeting in November 2021**

**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 29 October 2021. Applications received after that date will automatically be refused. Emailed forms are accepted (and preferred).

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

<b>1. Organisation Name:</b>  <i>This must be the same name as that used on the bank account and Constitution, and will be used on the grant cheque.</i>	
<b>2. What is the date the organisation's Constitution was agreed / last amended?</b> Please attach a copy, unless the Council is already in possession of the current document.	
<b>3. What is the purpose of your grant application?</b> Please describe below how the money will be spent.	
<b>4. How much are you applying for:</b>  The maximum grant available is £300	£
<b>5. Have any purchases been made or ordered?</b>  NB: Retrospective applications are not permitted.	
<b>6. If there is any other information which you consider to be relevant to your application, please provide details below.</b>	

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 GDPR.

<b>CONTACT DETAILS</b>	
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:	
7. Daytime telephone number:	
<b>CHECKLIST</b>	
Please enclose the following with your application. We will only process your application when we have received them.	
	<b>Please Tick</b>
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.	
<b>DECLARATION</b>	
<b>This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.</b>	
<ol style="list-style-type: none"> <li>1. <b>I am authorised to make the application on behalf of the above organisation.</b></li> <li>2. <b>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.</b></li> <li>3. <b>I certify that the information contained in and with this application is correct.</b></li> <li>4. <b>I give permission for the Council to retain the details of my organisation.</b></li> </ol>	
<b>Signed</b>	<b>Date</b>
<b>Position</b>	

**Please email the completed application form with all supporting documentation to:**  
[clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk).

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

**The deadline for receiving application forms is: Friday 29 October 2021. Late applications will automatically be refused.**

**Emailed applications are welcomed and preferred.**

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 Clerk,  
Mrs Angela Royle.

Email: [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk)

Website: [www.kbpc.co.uk](http://www.kbpc.co.uk)

The office is currently closed, so people are asked to communicate with the Clerk by email wherever possible. There may be a delay in collecting telephone messages, which may adversely affect the application.

*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 the General Data Protection Regulations. A copy of the Council's Privacy Notice can be viewed on the website and is available on request.