

Kirkburton Parish Council

Community Project Grants



Office Use Only:
Date Rec'd:
Council Decision Date:
Slip Returned:
Copy Invoice/s Supplied:

Application Form 2016 - 17

This form can only be used for applications to be considered between April 2016 & March 2017.

All applications must be accompanied by the required supporting documentation as listed on Page 3 and be received by the deadline date. Any late or incomplete applications will be deferred to the next meeting, if there is one.

If the form is handwritten, please complete in black ink and block capitals. You may continue on a blank sheet if necessary.

CONTACT DETAILS

Name of Organisation:

Contact person for this application: Mr/ Mrs/Miss/Ms (Delete as appropriate) Other:

Position held (e.g. Chairman, Secretary or Treasurer):

Address where the organisation is based:

Correspondence address (if different to the one above):

Daytime Telephone No:

Email address:

Brief Description of your Organisation's Activities:

FINANCE

What is the total amount of money currently held by your organisation?

This must include all accounts and petty cash. The total amount should correspond with the bank statement provided. If it does not, please provide the reasons for this.

£.....

Organisations must also provide the most recent income / expenditure account for the previous year, which gives an illustration of how the organisation's finance works.

What is your project?

How much is the total cost?

£.....

How much funding are you applying for?

£.....

As the maximum grant available is up to 50% of the total project cost, please indicate below where the rest of the funding will be obtained.

Sources of income expected / received by the organisation in the period April 2016 to March 2017:

This includes subscriptions, donations, grants from other organisations and any other expected income. Please estimate if the exact figure is not known.

.....	£.....
.....	£.....
.....	£.....

Has any work and/or purchases been ordered or carried out?

Is planning permission required?

If yes, please include a copy of the planning permission.

Do you own the land / building where the project is to be carried out?

If No, please include a copy of written permission from the landowner / landlord.

This form must be signed by 2 authorised signatories of the organisation.

We certify that we have read the grants rules and that the information provided on (and with) this form is true and honest.

<p>Signed: (1)</p> <p>Print Name:</p> <p>Position:</p>	<p>Date:</p>
<p>Signed: (2)</p> <p>Print Name:</p> <p>Position:</p>	<p>Date:</p>

Thank you for taking the time to complete this form.

Please return it to **Mrs Lucy Gardner, Assistant Clerk to the Council, Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT**. Full details of the application process are available from the Clerk or see the website: www.kbpc.co.uk

Reminder: Have you:

- Answered all of the questions, including providing 2 signatures?
- Provided all of the supporting documentation detailed on Page 3?
- If the answer to any of the above is No, the application cannot be processed and will be deferred until the information is provided.

All data supplied will be processed in accordance with the Data Protection Act 1998 and will not be shared with a third party.

Guidance Notes and Rules Covering Community Project Grants 2016-17

To be eligible for funding, projects must have a minimum total project cost of £3,000

Supporting Information Required:

All applications must be returned by the deadline date and cannot be considered unless they are accompanied by the following information:

- The most recent income & expenditure account for the previous year and details of the latest balance.
- A copy of the most recent bank statement (photocopies are acceptable).
- A copy of the current constitution, unless a current copy is already held by the Council. Schools and Churches are exempt from this requirement.
- Quotes Required: For each piece of work/purchase up to £499: 1 quote will be required.
For each piece of work/purchase from £500 to £999: 2 quotes will be required.
For each piece of work/purchase of £1,000 and over: 3 quotes will be required.
The figures above relate to the actual item cost, and not the amount being applied for.
- If the Group's preferred contractor/supplier is not the lowest quote, applicants must also provide a statement explaining the reasons. If there is only one possible supplier, please include a statement to that effect.
- If the project is on land owned by a third party and/or if planning permission is required, applicants must provide evidence that permission/s have been received.

The deadline dates for receipt of completed applications with the supporting documentation are: **1st June 2016** and **28th October 2016**. There may be an additional meeting in early 2017 if there is any budget remaining by then. Incomplete or late applications will be deferred to the next meeting (if there is one).

- Applications must be on the correct and current form and accompanied by the information/documents set out above. Emailed forms are acceptable **only** from groups who have previously received a grant from the Council.
- Applications to be sent to Mrs Lucy Gardner, Assistant Clerk, Kirkburton Parish Council, Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT.
- Applications will be considered in the first instance by the Grants & Community Projects Committee with the Council taking the final decision at the following Council meeting, normally on the first Thursday of the month.
- The project must be based in the Parish area.
- Grants are only available to non-profit making organisations.
- Grants will not be made for items or work already carried out, purchased or ordered before the grant has been awarded. This is also called retrospective funding.
- The total award is restricted to a maximum of 50% of the total cost unless there are exceptional circumstances, full details of which must be provided.
- Cheques can only be made payable to the organisation making the application.
- Successful applicants will be required to supply copy invoices to the Parish Council, to confirm how the money has been spent by the Group within 12 months of the dates of the cheque. Failure to do so may result in the grant having to be repaid to the Council.
- If the project costs less than the grant awarded, the monies remaining must be returned to the Council within 12 months of the date of the grant cheque, unless the Council's written permission has been obtained for the sum to be used for another purpose, which meets the above conditions.
- Photographs of the project are requested for publication in the Council's newsletters and annual reports. Please ensure parents'/guardians' permission for publication is obtained prior to submitting photographs including children. These illustrate how the public funding is being spent, and also serve to show other groups the kind of projects the Council is able to support.

Balance Sheet – Example. This is simply an example produced as a guide to give groups an idea of the kind of information and format the Parish Council is expecting to see in groups’ accounts information.

Please make the necessary amendments to adapt to your organisation and take out the general information the Council has included – this is included simply for guidance.

E

Name of Organisation

The period covers 2015 * to 2016*

(* Insert the dates the accounts cover – should be a one-year period)

X

Opening balance £ at (a) Amount to include the total held at the bank and in cash.

Income – Please insert the headings you have used in your own records.

	£
Item	Amount
.....
.....
.....
.....
.....
Total:	£ (b)

A

M

P

Expenditure – Please insert the headings you have used in your own records.

	£
Item	Amount
.....
.....
.....
.....
.....
Total:	£..... (c)

L

E

O

Insert the items from your records.

N

Closing balance at (date of end of period)
The closing balance should be the total held at the bank plus any cash.

L

To calculate the closing balance take the opening balance (a) and add to it the total income (b). Then deduct the total expenditure (c). The amount remaining is the total amount the group has left in savings accounts and in cash.

Y

If you have any queries about your accounts summary sheet, please contact one of the staff members, who will be happy to help you.