



9. **Is the grant needed urgently? Y/N\*** If yes, please explain the reasons and give the date by which the funding is required. *Continue on an additional sheet, if required.*

10. **Have any purchases been made, or has any work commenced which forms part of this project? Yes/No\***

NB: Retrospective applications are invalid.

Please include below any other information which you consider to be relevant to your application.

#### **CHECKLIST**

Please enclose the following with your application. We will only process your application when we have received them. Incomplete / late applications will be deferred to the next meeting (if there is one).

#### **Documents required for all applications:**

- A completed application form, with every question answered.
- A copy of the most recent bank statement, unless it has already been supplied.
- A copy of the current Constitution, unless it has already been supplied.

#### **Applications of £751 or more:**

- All of the above documents.
- A set of the latest published annual accounts.

NB: Please do NOT send lists of individual transactions.

**Please send the completed application form with all supporting documentation to:**

**Kirkburton Parish Council  
Burton Village Hall  
Northfield Lane  
Highburton  
Huddersfield HD8 0QT**

**The deadlines for receiving the full applications are: 17 August and 26 October 2018.**

A meeting may be held early in 2019 if any funding is still available after the November meeting.

Circumstances may also require additional meetings to be held during the year. If this is the case, the dates and deadlines for receipt of completed applications will be announced on the Council's website [www.kbpc.co.uk](http://www.kbpc.co.uk)

Details are also available from the Clerk.

If you have any queries or need assistance with your application, please contact the Clerk.

Tel: 01484 604391 (Mondays & Thursdays 9.30 am to 1.30 pm) / Email: [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk)

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

## DECLARATION

This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder, 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 record the details of my organisation and my contact details and to retain the information as long as it is required.

**Signed**

**Date**

**Position**

The Council declares that all personal information provided will be processed in accordance with the requirements of the General Data Protection Regulations. Full details can be found in the Privacy Notice, which can be viewed on: <http://www.kbpc.co.uk/Documents/6/privacy-notice.aspx> and is available from the Clerk on request.

**NB: Please ensure that you provide full Contact Details on Page 4 of this form. Failure to provide contact details may result in your Group not being able to receive a grant.**

**CONTACT DETAILS**

**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:**