



## 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)

### GENERAL GRANT SCHEME APPLICATION FORM : 2019 - 2020

**This form can only be used for applications to be considered between April 2019 & March 2020**

Please complete this form as clearly as possible and return it to the above address. The deadline for receipt of completed applications with supporting information is Friday 6 March 2020.

Where \* please delete as appropriate.

1. <b>Organisation Name:</b>	
<i>This must be the same name as that used on the bank account and Constitution.</i>	
2. <b>What is the date the organisation's Constitution was agreed / last amended?</b>	
3. <b>Describe the project or activity this grant would be used for:</b>	
4. <b>What is the total cost of the purchase or project?</b>	£
5. <b>How will this purchase or project benefit some / all of the residents in the Parish?</b>	
6. <b>How much are you applying for:</b>	£
7. <b>If the grant does not cover the full cost of the purchase/ project, how will the rest of the cost be financed?</b>	
8. <b>Do your organisation's accounts include any ring-fenced / allocated amounts? If so, please give the total and details of what the funds are needed for. Ring-fenced amounts are to cover the cost of items such as expected utility bills, reserves in case of emergencies, savings towards a major purchase, etc.</b>	

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 cannot be considered.

**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 deadline for receiving completed applications with all required attachments is:  
FRIDAY 6 MARCH 2020.**

Applications received after that date cannot be considered.

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.***

### CONTACT DETAILS

<b>1. Name of organisation:</b>	
<b>2. Contact person for this application:</b> Mr/ Mrs/Miss/Ms *	Other Title:
<b>3. Position held (e.g. Chairman, Secretary, Trustee etc):</b>	
<b>4. Address where the organisation is based:</b>	
NB: This must fall within the Parish Council area.	
<b>5. Correspondence address (if different to the one above):</b>	
<b>6. Email address:</b>	
<b>7. Daytime telephone number:</b>	

### DECLARATION

<p>This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder, Trustee, etc.</p> <ol style="list-style-type: none"><li>1. I am authorised to make the application on behalf of the above organisation.</li><li>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.</li><li>3. I certify that the information contained in and with this application is correct.</li><li>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.</li></ol>	
<b>Signed</b>	<b>Date</b>
<b>Position</b>	

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.

*Please ensure you have answered every question and supplied full Contact Details.*