



## 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

**This form can only be used for applications to be considered between April 2017 & March 2018**

Please complete this form as clearly as possible and return it to the above address. Deadlines for receipt of applications are: **30 June 2017 and 27 October 2017.**

Additional meetings may be held during the year. The dates and deadlines for those meetings will be announced on the Council's website [www.kbpc.co.uk](http://www.kbpc.co.uk). Details are also available from the Clerk.

**The new General Grant Scheme has been introduced and replaces the previous schemes: Community Projects, Defibrillator, Emergency, Environment, Library and Start-Up Grants. The rules have changed. Please read them carefully before completing the form.**

**Small annual grants have been replaced by the Special Grant Scheme – forms for that scheme will be available in September 2017.**

*Where \* please delete as appropriate.*

#### CONTACT DETAILS

1. **Name of organisation:**

2. **Contact person for this application:** Mr/ Mrs/Miss/Ms \* Other:

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

4. **Address where the organisation is based:**

5. **Correspondence address (if different to the one above):**

6. **Email address:**

7. **Daytime telephone number:**

8. I attach a list of all Officers with addresses (including email where appropriate) / I have already supplied this document and the information it contains is still current.\*

9. I attach a copy of the organisation's current Constitution / I have already supplied this document to the Council and it is still current.\*

<b>10. DESCRIBE THE PROJECT OR ACTIVITY THIS GRANT WOULD BE USED FOR</b>	
<b>11. What is the total cost of the purchase or project?</b>	<b>£</b>
<b>12. How will this purchase or project benefit some / all of the residents in the Parish?</b>	
<b>13. How much are you applying for:</b>	<b>£</b>
<b>14. If the grant does not cover the full cost of the purchase/ project, how will the rest of the cost be financed?</b>	
<b>15. Is this application urgent?</b>	<b>Yes / No*</b>
<b>16. If yes, please explain the reasons and give the date by which the funding is required.</b>	
<b>17. If there is any other information which you consider to be relevant to your application, please provide details below or on a separate sheet.</b>	
<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><b>1. I am authorised to make the application on behalf of the above organisation.</b></li> <li><b>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.</b></li> <li><b>3. I certify that the information contained in and with this application is correct.</b></li> <li><b>4. I give permission for the Council to record the details of my organisation electronically.</b></li> </ol>	
<b>Signed</b>	<b>Date</b>
<b>Position</b>	

## 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).

**Please Tick**

Signed application form, with every question answered

Copy of most recent bank statement\* / statement confirming the document/s have already been supplied and are still current\*

**For applications of £751 or more, either:**

- Latest annual accounts
  - Certificate signed by two officers, detailing any allocated (ring-fenced) amounts and the reasons for them,
- Or
- A statement confirming that the current information is already in the possession of the Council.

A copy of your Constitution / A statement confirming the current Constitution has already been supplied to the Council. *Please see the rules for details regarding the minimum requirements for Constitutions.*

A list of officers with their addresses and email addresses / A statement confirming this has already been supplied to the Council and is still current.

**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: Friday 30 June 2017 & Friday 27 October 2017.**

Circumstances may 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.

A meeting may be held early in 2018 if any funding is still available after the November meeting.

If you have any queries or need assistance with your application, please contact the Clerk, Mrs Angela Royle, who will be pleased to help you.

Tel: 01484 604391 (Mondays & Thursdays 9.30 am to 1.30 pm)

Email: [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk) Website: [www.kbpc.co.uk](http://www.kbpc.co.uk)

*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.