



KIRKBURTON PARISH COUNCIL

Office Use Only:

Slip Returned:

SMALL ANNUAL GRANTS APPLICATION FORM 2017-18 This form is only valid for applications to be considered in November 2016.

All applications must be accompanied by the required supporting documentation as listed on Page 3.

Emailed applications will be accepted for groups who have previously received a grant from the Parish Council.

All applications must be received by the deadline date or they will be automatically refused, without exception.

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

CONTACT DETAILS

1. Name of Organisation:

Please ensure that the application form, bank statements, year-end accounts and constitution all bear the same name.

2. Contact person for this application: Mr/ Mrs/Miss/Ms (Delete as appropriate) 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. Daytime Telephone No:

7. Email address:

8. Description of your Organisation's activities:

FINANCE

9. 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.

10. How much money is being applied for:

£.....

11. What is the purpose?

.....

Please continue on an additional sheet/s if necessary.

12. Sources of income expected by the organisation in the period April 2016 to April 2017:

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

	£.....
	£.....
	£.....

13. If you are a sports club, does the Club pay its players? Yes / No*

*Please delete as appropriate

14. Has any work and/or purchases been ordered or carried out? Yes / No*

*Please delete as appropriate

15. Are there any other comments you would like to make in support of your application?

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.

Signed: (1) Print Name: Position:	Date:
Signed: (2) Print Name: Position:	Date:

Thank you for taking the time to complete this form.

Please return to **Mrs Angela Royle, Clerk, Kirkburton Parish Council, Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT** with all supporting information by **Friday 28 October 2016.**

Late entries will be automatically refused. Please do not use recorded delivery. You will be notified whether or not your application has been successful during January 2017. If successful, the cheque will be issued during April 2017.

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

Rules & Criteria Covering Small Annual Grants 2017-18

PLEASE NOTE:

Applications are not valid unless they are accompanied by the following information and the form is received by Friday 28 October 2016:

- A copy of the most recent income and expenditure account covering the previous financial year (see example attached). If your organisation has been in operation for less than a year, please apply for a Start-Up Grant (a different form needs to be completed, which is available from the office and the website).
- Details of the current balance and the most recent bank statement.
- A copy of the current constitution, unless it is already in the Council's possession.
- Forms must be signed by 2 officers of the organisation who are in possession of the organisation's financial information.
- Emailed forms will be accepted *only* from groups who have previously received a grant from the Council.

Applications received after the closing date will be automatically refused.

Who can apply?

Organisations must be based in the Parish Council area, and operate on a voluntary or not-for-profit basis. Examples of organisations which are eligible include playgroups, youth clubs, community associations, senior citizens social clubs, gardening clubs, conservation groups, sports groups etc. This list is not exhaustive, but merely aims to give an idea of the kinds of organisations which are supported by this grant scheme. Membership of the groups must be open to the whole community.

What can I apply for?

To be able to award a grant, the Parish Council needs to have a legal power covering it. Most items are covered, but very occasionally something occurs which it cannot support. A few examples of how grants have been spent over the last few years include: repairs to community/sports buildings & property, equipment for uniformed groups (eg scouts & guides), gardening tools for use by community/conservation groups, bell ropes for Bellingrings, toys, musical instruments for playgroups & bands, support with rent/insurance costs, catering equipment, Christmas parties & summer trips for all age groups. However the Council cannot cover the costs for equipment needed for schools to deliver the national curriculum. If you have any doubts if your application is valid, please contact the staff, who will be happy to advise you.

Can I apply for a grant to cover the cost of an item already purchased, or for work carried out?

No. Grants will **not** be made for items or work already ordered or carried out, or purchases on order or already made before the grant has been awarded. This is also called retrospective funding.

Who cannot apply?

Churches, Carnivals, National Charities (unless they have a local branch operating within the Parish Council area); Organisations operating on a commercial basis; Sports groups who pay their players; Organisations which meet outside of the Parish Council boundaries, even if their members live within the Parish Council area.

What are the financial restrictions?

Organisations may apply for a grant of up to £250 every year. Groups may apply for a larger sum conditional on it not exceeding a total of £750 within any 3 consecutive years, which include the application year, and the cheques received in April 2016 and April 2015. Applications over £750 will not be considered.

How do I find out about the grants?

An advertisement will be placed in the Huddersfield Examiner at the beginning of September and notices will also be placed in village magazines, shops, libraries, noticeboards and on the website.

When is the closing date?

The closing date is the last Friday in October each year (28th October 2016 this year). All applications **must** be received by the Council on or before the closing date. Applications received after the deadline will automatically be refused, without any exception, whatever the reason for it.

Can I send my application by email?

Emailed forms will be accepted **only** from groups who have previously received a grant from the Council. If you are making your first application to the Council, please provide an original signed copy.

What happens if I forget to enclose some of the required documentation?

A reminder will be sent, either by post or email notifying you of the omission. If the documentation is received by 6pm on the evening of the Grants Committee meeting the application will be eligible, otherwise it will be refused. The meeting date will be included in the notification.

What happens to my application?

The Committee makes a recommendation to the Council, where the final decision is normally taken in December. Applicants are notified of the result of their application in January, and the cheques are issued in April (at the beginning of the financial year).

Cheques will be issued to the name of the group making the application. The Council cannot legally issue cheques to individuals.

What do I have to do when I receive the grant?

The letter enclosing the grant cheque will come with a reply slip. This needs to be completed and returned to the Council as soon as possible. The Internal Auditor checks that each organisation has received the cheque by matching the slip to each payment. Therefore if yours is not received, the Council staff will need to follow the matter up. All recipients of Parish Council grants may be subject to a visit by a small group of Councillors to see how the grant has been spent.

Any Questions?

If you have any questions which are not covered here, or if you need additional information / help filling in your form, please contact Mrs Lucy Gardner, Assistant Clerk, who will be happy to help you with your application. She is available on Mondays 9.30-1.30. Tel: 01484 604391. Email: clerk@kbpc.co.uk

A final word of advice: Don't leave it until the last day to submit your application, in case any adjustments need to be made.

Checklist:

- *Have you completed all the questions?*
- *Have you enclosed all the information requested?*
- *Have you included enough postage on the package – check the weight and size of your envelope: insufficient postage results in delivery delays?*

Applications received after the closing date will be refused. There are no exceptions to this rule.

You may wish to keep a copy of this application for your own records.

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 adopt 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.