



KIRKBURTON PARISH COUNCIL

Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT
Tel: 01484 604391. Email: clerk@kbpc.co.uk

SPECIAL GRANT SCHEME SMALL ANNUAL GRANT APPLICATION FORM 2018 - 19

This form is for applications to be considered at the Committee meeting in November 2017

Please Note: The rules have changed. Please read them carefully before completing the form.

Please complete this form as clearly as possible and return it to the above address. The deadline for receipt of applications is Friday 27 October 2017. Applications received after that date will automatically be refused.

Where * please delete as appropriate. If there is insufficient space, please use additional sheets of paper.

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) / I have already supplied a list of all Officers with addresses (including email) and the information it contains is still current.*	
9. I attach a copy of the organisation's current Constitution / I have already supplied a copy of the organisation's Constitution and it is still current.*	
10. Has your Group received a Parish Council grant since May 2015? Yes / No * If the answer to the above is Yes, please give details, including type of grant and date it was received: If the answer to the above questions is No, please supply a copy of your Group's Constitution showing that the organisation is based in the Parish and provides a benefit to Parishioners.	

The following two questions are for groups which have received grants from the Council in previous years.

11. Has the Group's Constitution changed since your last grant application?

- a) If the Constitution has not changed, please supply a statement to confirm that signed by the Chair or the Secretary.
- b) If the Constitution has changed, please supply an updated copy of your Constitution.

12. Have the people serving as Chair, Secretary and Treasurer changed since the Group's last application?

If the answer is Yes to any of these, please supply an updated list and contact details of the current officers.

13. What is the purpose of your grant application?

14. How much are you applying for:

The maximum grant available is £250

£

15. If there is any other information which you consider to be relevant to your application, please provide details below or on a separate sheet.

DECLARATION

This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or 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 electronically.

Signed

Date

Position

CHECKLIST

Please enclose the following with your application. We will only process your application when we have received them.

	Please Tick
Signed application form, with every question answered	
A copy of your Constitution / A statement confirming the current Constitution has already been supplied to the Council.	
A list of officers with their addresses and email addresses / A statement confirming a list of officers with their addresses & email addresses 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 deadline for receiving application forms is: Friday 27 October 2017. Late applications will automatically be refused.

If any supporting documents are missing, applicants will be notified and requested to supply them by a given date. If they are still missing at that point, the application will be judged to be invalid and will be automatically refused.

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 Website: 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.