



## 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)

### SPECIAL GRANT SCHEME SMALL ANNUAL GRANT APPLICATION FORM 2020 - 21

**This form is only for applications to be considered at the Committee meeting in November 2019**

**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 25 October 2019. Applications received after that date will automatically be refused.

Applicants will be notified of the outcome of their application in January 2020s and, if successful, the cheques will be sent out in April 2020.

Where \* please delete as appropriate. Please include all information on the form, if possible.

**1. Organisation Name:**

*This must be the same name as that used on the bank account and Constitution, and will be used on the grant cheque.*

**2. What is the date the organisation's Constitution was agreed / last amended?** Please attach a copy, unless the Council is already in possession of the current document.

**3. Has your Group received a Parish Council grant since May 2017?** Yes / No \*  
If the answer to the above is Yes, please give details, including type of grant and date it was received:

**4. What is the purpose of your grant application?**

**5. How much are you applying for:**

The maximum grant available is £250

£

**6. If there is any other information which you consider to be relevant to your application, please provide details below.**

**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:

**.CHECKLIST**

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

**Please Tick**

A completed application form, with every question answered.

Full contact details for at least one officer of the organisation.

A copy of your current Constitution, if the Council does not already have one on file.

**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**

**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 25 October 2019. 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.

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 the General Data Protection Regulations. A copy of the Council's Privacy Notice can be viewed on the website and is available on request.