



KIRKBURTON PARISH COUNCIL

Office Use Only: Council Decision Date: Slip Returned:

START-UP GRANT APPLICATION FORM 2016-17

This form is only valid for applications to be considered between April 2016 and March 2017.

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

Applications must be received by the deadline date with all the supporting documentation, or they will be deferred to the following meeting.

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

CONTACT DETAILS	
Name of Organisation:	
Contact person for this application: Mr/ Mrs/Miss/Ms (Delete as appropriate) Other:	
Position held (e.g. Chairman, Secretary or Treasurer):	
Correspondence address:	
	Post Code:
Daytime Telephone No:	
Email address:	
Description of your Organisation's activities:	
Date on which the first bank account was opened:	

FINANCE

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.

£.....

How much money is being applied for

£.....

And what is the purpose?

.....

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.

..... £.....

..... £.....

..... £.....

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

*Please delete as appropriate

Have any work and/or purchases been ordered or carried out? Yes / No*

*Please delete as appropriate

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 Lucy Gardner, Assistant Clerk to the Parish Council, Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT**. If you have any queries please contact the office: Tel: 01484 604391 (Monday and Thursday from 9.30 am to 1.30 pm) or email: clerk@kbpc.co.uk and we will help if we can.

All data contained in this form will be processed in accordance with the Data Protection Act 1998.

Rules & Criteria Covering Start-Up Grants 2016-17

PLEASE NOTE:

Applications cannot be considered unless they are accompanied by the following information:

- A copy of Group's constitution.
- Copy of the first bank statement or bank correspondence showing the date the bank account was opened and details of the current balance.
- Forms must be signed by 2 officers of the organisation.
- Emailed forms will not be accepted.

Who can apply?

Organisations which are based in the Parish Council area, and operate on a voluntary or not-for-profit basis, and which have been operational* for less than a year at the time of the Grants & Community Projects Committee meeting. Examples of organisations which are eligible include playgroups, youth clubs, community associations, senior citizens social clubs, gardening clubs, conservation groups, sports groups, uniformed groups (such as brownies & cubs) 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. Organisations must be open to all members of the community.

* This is deemed to be the date the Group's first bank account was opened.

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. Grants are often supplied to cover the initial purchase of items and equipment needed for the group to become fully operational, or to cover costs of room hire to hold an introductory/consultation event with the local people, but they can be for almost anything required to help the group function effectively. If you have any doubts if your application is valid, please contact the Council staff members 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 for 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.

What are the financial restrictions?

Organisations may apply for a grant of up to £100.

When are the deadlines for submitting an application?

The deadline dates for receipt of completed applications with the supporting documentation are: **Wednesday 1st June 2016** and **Friday 28th October 2016**. There may be an additional meeting in the early part of 2017 if there is any budget remaining by then.

Can I send my application by email?

No. Emailed applications will not be accepted.

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 and the date by which the information is required. However, if it is not received by the date given, the application will be deferred to the following Committee meeting. Incomplete applications cannot be considered.

What happens to my application?

Applications are considered by the Grants & Community Projects Committee, which makes a recommendation to Council where the final decision is taken. If the application is successful, the grant cheque will be issued at the same meeting. The Council normally meets on the first Thursday of the month.

Cheques will be issued to the name of the group making the application. The Council cannot legally issue cheques to individuals or pay into third party bank accounts.

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 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 the Mrs Lucy Gardner, Assistant Clerk, who will be happy to help you with your application. She is available on Mondays from 9.30 am to 1.30 pm. Tel: 01484 604391.

Email: clerk@kbpc.co.uk

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.

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