

KIRKBURTON PARISH COUNCIL

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

GENERAL GRANT SCHEME APPLICATION FORM : 2024 – 2025

This form is only for General Grant applications being considered between April 2024 & May 2025.

If you would like to apply for a Small Annual Grant or a Clock Grant, please use that specific form, both of which will be available on the website and from the office at the beginning of September.

Please complete this form as clearly as possible and return it to the above address with supporting documentation. Email applications are accepted. The deadlines for receipt of applications are:
5 July 2024, 25 October 2024 and 7 February 2025.

1. Organisation Name: <i>This must be the same name as that used on the bank account and Constitution. If the name does not include the village name, please specify in which village your organisation is based.</i>	
2. What is the date the organisation's Constitution was agreed / last amended?	
3. Describe how the funding would be used: 	
4. What is the total cost of the purchase or project?	£
5. How will this purchase or project benefit some / all of the residents in the Parish? 	
6. How much are you applying for: Maximum grant available: Grants of up to £750 may cover 100% of the total project cost. Grants between £751 and £2,999 may cover up to 80% of the total project cost. Grants of £3,000 + may cover up to 50% of the total project cost. The maximum general grant for any one project is £5,000.	£
7. If the grant does not cover the full cost of the purchase/ project, how will the rest of the cost be financed? 	

8. **Do your organisation's accounts include any ring-fenced / allocated amounts? If so, please give the total and details of what the funds are needed for.** *Ring-fenced amounts are to cover the cost of items such as expected utility bills, reserves in case of emergencies, savings towards a major purchase, etc.*

9. **Is this an Emergency? Y/N If yes, please explain the reasons for the emergency.** *Continue on an additional sheet, if required.*

10. **Have any purchases been made, or has any work commenced which forms part of this project? Yes/No**

NB: Retrospective applications are invalid, unless the funding is to cover the costs of defibrillator consumables.

Please include below any other information which you consider to be relevant to your application.

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).

Documents required for all applications:

- A completed application form, with every question answered.
- A copy of the most recent bank statement, unless it has already been supplied.
- A copy of the current Constitution, unless it has already been supplied.

Quote/s:

- 1 quote for each purchase / piece of work costing up to £1,000;
- 2 quotes for each purchase / piece of work costing £1,001 or more.

Applications of £751 or more:

- All of the above documents.
- A set of the latest published annual accounts. Please do NOT send lists of individual transactions.

If applications are incomplete applications at the deadline date they will be deferred to the next meeting (if there is one).

Please email the completed application form with all supporting documentation to admin@kbpc.co.uk or alternatively post to: Emma Booth, Kirkburton Parish Council, Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT

The deadlines for receiving the full applications are: 5 July 2024, 25 October 2024 and 7 February 2025. Applications received after those dates cannot be considered.

If you have any queries or need assistance with your application, please contact Emma Booth, Administrative Assistant Email: admin@kbpc.co.uk

You are advised to keep a copy of this application for your own records.

If you are printing this form out, please ensure this page is on a separate sheet, as the information will be separated from your application form in order to comply with data protection legislation.

CONTACT DETAILS	
1. Name of organisation:	
2. Contact person for this application: Mr/ Mrs/Miss/Ms (delete as appropriate)	
3. Position held (e.g. Chairman, Secretary, Trustee etc):	
4. Address where the organisation is based:	
5. Correspondence address (if different to the one above):	
6. Email address:	Daytime telephone number:
7. Account Name:	
Sort Code:	Account No:
Have these details changed from those previously supplied? Yes / No	
Please ensure that the name is exactly as on the statement, or the transfer cannot be made.	
The Council does not retain groups' bank details, but if they have changed your organisation will need to be re-registered with the bank before a transfer can be made.	
DECLARATION	
This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder, Trustee, etc.	
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 and my contact details and to retain the information as long as it is required.	
Signed¹	Date
Position	

The Council declares that all personal information provided will be processed in accordance with the Council's Privacy Notice, which can be viewed on the website or can be supplied on request.

The form must be completed in full and all supporting documents supplied, or the Council may not be able to process your application.

¹ If you are emailing your form and unable to scan it, please just type in your name.