

# KIRKBURTON PARISH COUNCIL

## COMMUNITY PROJECT GRANT APPLICATION FORM 2008/09

Please complete in black ink and block capitals (except for the email address – please use upper and lower case as appropriate). Please continue on additional sheets if necessary.

1. **Organisation Details**

Name of Organisation : .....

Address of Organisation : .....

.....

..... Post Code .....

Description of Organisation's activities :

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2. **Details of the Project**

Please give full details below of the project, including where it is based and details of which section of the community will benefit, and how (if this is not apparent). Please continue on an additional sheet, if necessary, or attach the details separately, if this is more convenient.

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3. **Project Cost Details:**

Total Cost of Project:	£
Amount applied for from the Parish Council:	£



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## COMMUNITY PROJECTS GRANTS

The Parish Council has a budget set aside for use as community projects grants. The following rules apply:

- Applications must be made in writing and sent to the Clerk, Kirkburton Parish Council, Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT. Email: [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk)
- The project must be based in the Parish area.
- The **total** project cost must be at least £3,000, although the Council will not necessarily fund the whole amount.
- Every application will be judged on merit.
- Applicants are asked to provide a statement about the objective of the project and the benefits it is envisaged the project would bring to the community and include the amount of money it wishes to apply for.
- Applicants are invited to supply any further relevant information if they wish.
- There is no closing date for applications – they will be dealt with as and when they arrive by the Grants and Community Projects Committee. The final decision will be taken by the Council.
- Although the Parish Council must be aware of ongoing maintenance costs, projects will not necessarily be refused for this reason.
- Applicants will be asked if funding has been obtained from any other sources. This will not prejudice the application in any way. Indeed, projects in receipt of match funding will be welcomed and Councillors will help applicants to identify funding available from other sources, if necessary.
- A separate bank account may need to be set up to receive monies for the project, as the Parish Council is legally unable to write cheques made payable to individuals.
- Successful applicants will be required to supply information on the project and a finance statement/annual report to the Parish Council, which confirms how the money has been spent by the Group within 12 months of the date of the cheque.