

# HOLME VALLEY PARISH COUNCIL

COUNCIL OFFICES, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3JP  
Tel/Fax: 01484 222462. Email: admin@holmevalleyparishcouncil.gov.uk



**Please complete the form as clearly as possible and return it to the above address.**

This first page will be circulated to all Members of the Finance and Management Committee for consideration. Where \* please delete as appropriate.

Name of Organisation (e.g. Club, Group or Organising Group for Event):

Name of contact for this application:

Position held within Organisation or Group (e.g. Chairman, Secretary or Treasurer):

Contact details:

Address

Email

Telephone

What does your Organisation or group do? Please describe the services/activities it provides (or plans to provide) and its aims and objectives:

Does the Organisation or group have a Junior Section? Yes/No\*  
If yes, please provide details:

Describe the activity that this grant will be used for. Try to be specific about what the Organisation or group will do and how it will do it:

Is it for an event (e.g. a community event or festival)? Yes/No\*

If yes, complete Section A below, do not complete Section B, but go to Section C.

Is it for an item of capital expenditure or project? Yes/No\*

If yes, do not complete Section A, go to Section B below, then Section C.

**A. Grant funding for an event:**

Please provide a detailed description of the event for which you are seeking funding. Detailed projected costings **must** be supplied with this application.

What is the total cost of the event?

For which element of the event is your organisation seeking funding?

Who will benefit from this activity?

**B. Grant funding for capital purchase/project**

This application must relate to a specific item of capital expenditure or project; it must not be for a regular item of maintenance or such other revenue item, e.g. ongoing expenses and staffing costs. Please provide a detailed description of the capital purchase or project for which you are seeking funding. Detailed projected costings or quotations **must** be supplied with this application.

What is the total cost of the capital purchase or project?

Who will benefit from this activity?

**C. General**

Amount for which the Organisation or group is seeking grant aid: £

How much does the Organisation or group expect to raise by its own efforts and how?

How will the rest of the cost be financed?

What other organisations may use the Organisation or group's facilities?  
What other organisations will benefit from this event, project or scheme?

What facilities have been provided or improved as a result of the Organisation or group's own efforts?

Has the Organisation or group previously applied for a grant from this Parish Council? Yes/No\*  
If YES, please give brief details and the date of any grant received:

Has the Organisation or group made any grant application to any other Authority or grant making body for grant aid for this event, project or scheme? Yes/No\*  
If yes, please provide name of the Authority/funding organisation:

Date/s of application:

If result of application/s known, amount of grant/s received: £

How long has the Organisation or group been in existence? Please enclose a copy of the rules or constitution. If none available, please explain management structure.

Is the Organisation or group a registered Charity? Yes/No\*  
If yes, please provide Charity Registration No:

What is the normal membership fee? Junior: Adult:

Does the Organisation or group have a licensed bar? Yes/No\*  
Or does it intend to have a licensed bar? Yes/No\*

Is there any other information which you consider to be relevant to your application? Yes/No\*  
If yes, please give details overleaf or on a separate sheet.

**To be signed by an authorised person within the Group, e.g. Committee Members, Office Holder or Trustee**

I have read and noted the Parish Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.

I agree to provide a report, including photographs, to the Council indicating how any grant awarded has been spent, **within two months of completion.**

Signed:

Date:

Checklist:

1. Have you answered every question?
2. Have you signed this form?
3. Have you included a copy of your Organisation's constitution? Or explained why not?
4. Have you included a copy of your Organisation's most recent audited accounts or latest approved statement of income and expenditure?
5. Have you included projected costings for any event/festival, or project, or quotations relating to capital expenditure or project costs?
6. Have you submitted any supporting documents? If so, please list them below.

**Please complete and return to:**

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