

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

In under 20 words, tell us what the grant would pay for?

1 Contact Details	
Name of organisation	
Address	
Postcode	
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation

What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input style="float: right;" type="checkbox"/> • Registered charity <input style="float: right;" type="checkbox"/> • Other (please state) <input style="float: right;" type="checkbox"/> <p>➤</p>										
Charity Registration No	If applicable										
When did the group start?											
How many people are involved in running your group?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding: 2px;">Trustees</td> <td style="width: 50px;"></td> </tr> <tr> <td style="text-align: right; padding: 2px;">Unpaid Management Committee</td> <td></td> </tr> <tr> <td style="text-align: right; padding: 2px;">Paid F/T Staff</td> <td></td> </tr> <tr> <td style="text-align: right; padding: 2px;">Paid P/T Staff</td> <td></td> </tr> <tr> <td style="text-align: right; padding: 2px;">Volunteers (excluding Management Committee)</td> <td></td> </tr> </table>	Trustees		Unpaid Management Committee		Paid F/T Staff		Paid P/T Staff		Volunteers (excluding Management Committee)	
Trustees											
Unpaid Management Committee											
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Paid P/T Staff											
Volunteers (excluding Management Committee)											

3 Your Finances (your last full financial year)

Financial Year	
Income	
Expenditure	
Reserves held	
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	

4 Your Bank Account

If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	YES	NOT APPLICABLE
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Account Name	
Sort Code	
Account Number	

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Your Project

Outline the project that you are seeking a grant for

Why do you feel your project is worthwhile?

How will your project benefit the people of the Holme Valley?

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Who in the Holme Valley will benefit? How many people will benefit?

- ◆ the general population, ◆ children under 16, ◆ young people under 25, ◆ older people over 60,
- ◆ disabled people, ◆ people of minority ethnic origin, ◆ particular groups, ◆ other

How will your project address the ongoing climate emergency?

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.

**Grant 2: Community Benefits Grants**

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.



- **If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk**
- **The Parish Council can award more money than the maximum award in very special circumstances.**

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Your Project Budget Plan

Item	Cost	Where will the funding come from? - <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Project Total Cost		Total amount requested from HVPC	

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

Has the group received a grant from the Parish Council in the last five years?	YES / NO Please give details
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8 Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES NO N/A
3. Last 3 years accounts (if you have them)	YES NO N/A
4. Copy of bank statements for the last 6 months	YES NO N/A
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES NO N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES NO N/A
7. Anything else: -	YES NO N/A

9 Declaration

- I am authorised to make the application on behalf of the above organisation.
- 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.
- I have filled in every section of the application form.
- I certify that the information contained in this application is correct.
- If the information in the application changes, I will inform the Council.
- I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application.
- If the application is successful, I give permission for the Council to publicise the project in the local media and on its website.
- I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion.

This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.

Name	
Signature	
Date	

Send the completed application form (with all supporting documentation) to:
 Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
 If possible, email a copy of the grant application in Word to the Clerk at
 clerk@holmevalleyparishcouncil.gov.

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	