



# Grant Application Form

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

Grants are awarded in September and February. Your application must be submitted by the end of July 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, p5.

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

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

<b>2 About your organisation</b>		
<b>What sort of group are you?</b> - put an 'x' in the box	<ul style="list-style-type: none"> <li>• Unregistered community group <input type="checkbox"/></li> <li>• Registered charity <input type="checkbox"/></li> <li>• Other (please state) <input type="checkbox"/></li> </ul> <p>.....</p>	
<b>Charity or other Registration No</b>	If applicable	
<b>When did the group start?</b>		
<b>How many people are involved in running your group?</b>	Trustees	
	Unpaid Management Committee	
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	

<b>3 Your Finances</b>	
<b>Income</b> (last year)	
<b>Expenditure</b> (last year)	
<b>Reserves held</b>	
<b>Describe the position of any reserves</b> ie how much is held against contingencies and whether any is earmarked for specific projects	
<b>Describe the current financial position of your organisation</b> including the current balance on your combined accounts	



**Which of the Parish Council's grants priorities does your project meet (tick all that apply)**

- Combating the climate emergency
- Promoting and enhancing biodiversity and the natural environment
- Supporting local residents in greatest need
- Promoting the mental health and physical wellbeing of local residents
- Encouraging social interaction by the provision of activities and events
- Protecting local heritage – the physical environment and cultural heritage
- Supporting community-owned assets, eg village halls, parks, gardens and open spaces
- Promoting festivals and tourism

**How will your project benefit the people of the Holme Valley? (Maximum 200 words)**

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? (Maximum 200 words)**

- ◆ 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? (Maximum 200 words)**

**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 equipment for 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: Projects, Events and Other Activities 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 Holme Valley.
- Maximum award is £1,500.



If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: [deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)

**Your Project Budget Plan**

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

- The Parish Council would appreciate it if you could detail any VAT incurred by your project.
- The Parish Council may be able to reclaim VAT.

**Do you anticipate any income from this project?**  
*If, so, how much? If so, what will the organisation do with the money?*

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

<p><b>Has the group received a grant from the Parish Council in the last five years?</b></p>	<p>YES / NO</p> <p>Please give details</p>
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<b>8 Documentation</b> - Please ensure you enclose the following with your application:			
<b>1. This Application form</b>	YES		
<b>2. Your constitution or group rules</b> (if you have them, if not please describe your management structure on a separate sheet)	YES	NO	N/A
<b>3. Last 3 years accounts</b> (if you have them)	YES	NO	N/A
<b>4. Copy of your bank statements on your main account for the last 6 months</b>	YES	NO	N/A
<b>5. Copies of your most recent bank statement for each of your accounts</b>	YES	NO	N/A
<b>6. Copies of written estimates/quotations for purchases</b> (if relevant)	YES	NO	N/A
<b>7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)</b>	YES	NO	N/A

- 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.**

<b>Name</b>	
<b>Signature</b>	
<b>Position in organisation</b>	
<b>Date</b>	

**Send the completed application form, together with all supporting documentation, preferably in PDF format to: [deputyclerk@holmevalleyparishcouncil.gov.uk](mailto:deputyclerk@holmevalleyparishcouncil.gov.uk)  
Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**