

## **APPLICATION FORM FOR GRANTS**

### **GENERAL**

The Parish Council provides limited amounts of Grants to local organisations to help their funding and projects. The amounts awarded are solely at the Council's discretion, and all claims should be received by the Council by 31 October for awards in the following financial year (commencing 1 April). Therefore if you wish to claim for a Grant for the year commencing 1 April 2013 it must be with the Clerk to the Council by 31 October 2012.

There are stricter rules which apply should your organisation want more than £250 in any financial year.

All applications should be accompanied by a copy of your organisation's latest financial statement.

### **ABOUT YOUR ORGANISATION**

<b>Name of organisation</b>	
<b>Name of Applicant</b>	
<b>Position in Organisation</b>	
<b>Address for correspondence</b>	
<b>Phone Number</b>	
<b>E-mail address</b>	
<b>Does your group have a constitution - if so, please supply a copy</b>	
<b>Does your group have a bank account?</b>	
<b><u>How much do you want to claim?</u></b>	

### **WHAT DO YOU WANT THE MONEY FOR?**

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*If you want to claim £250 or less the Grant will be paid in a lump sum after the first PC meeting of the financial year. There will be no requirement for your organisation to account to the PC for the way it has spent the Grant. No organisation will be given more than one Grant of £250 or less in any financial year.*

*If you want to claim over £250 it will be necessary for you (or a colleague) to discuss the application with PC members at a meeting to be held in either November or December each year, which should include an agreement with the PC how it wishes the Grant to be paid - this will normally be by means of staged payments.*

*The PC will require evidence of the expenditure for each claim except where such payments are contributing to the day to day administration of the organisation.*

*If your claim for more than £250 is successful a feedback form will be sent to you for completion. If the Grant is given for a specific project the PC will require evidence of the fulfilment of the project.*

<b>Signature</b>	<b>Date</b>
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**PLEASE RETURN THIS FORM (AND LATEST FINANCIAL STATEMENT)  
BY 31 OCTOBER TO :**

Roger M Greenwood  
The Clerk  
Heptonstall Parish Council  
The Mallards  
Underbank  
HEBDEN BRIDGE  
HX7 6PP

**Tel :** 01422 844283

**E-mail :** rmghpc@hotmail.com