



Denby Dale Parish Council

SCHOOL GRANT APPLICATION FORM

The information on this form will help the Parish Council process your application. There are help notes available for each question, but please contact us if there is anything you do not understand.

Q1. Contact details

Name of School:

Address

Postcode

Contact person

Name

Position

Daytime phone number

Evening phone number

Email address

Q2. Describe the project or activity you want the grant for

Q3. Why is the activity needed?

Q4. How will you know if the project is a success?

Q5. How much will the project cost in total?

£

Q6. Where will the money come from? (Please indicate if money already secured)

Denby Dale Parish Council	£
---------------------------	---

	£
--	---

	£
--	---

£

£

Q7. What are you asking us to fund with the grant?

Item	Total cost	Requested from Denby Dale Parish Council
	£	£
	£	£
	£	£
	£	£
	£	£
Grand total	£	£

Declaration

1. I am authorised to make the application on behalf of the above organisation
2. I certify that the information contained in this application is correct
3. If the information in the application changes in any way I will inform the Parish Council
4. I give permission for Denby Dale Parish Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities
5. If the application is successful I give permission for Denby Dale Parish Council to publicise the project in local media and on their website.

Schools will only be granted a one-off sum in any one year of up to £1000 for extracurricular activities or, if in the opinion of the Parish Council, it is for the benefit of the wider community. Grants can be applied for at any time, but must be submitted to the Council’s Finance & General Purposes Committee or Full Council meetings for consideration. Potential applicants should consult the Clerk to the Parish Council or the DDPC website for meeting dates; and forms must be received at least one week in advance of meetings.

Signed	Date
--------	------

Checklist

Please enclose the following with your application. We will only process your application when we have received them.

Copies of written estimates or catalogue pages if you want a grant for equipment/capital items

Send completed application forms to:

**Denby Dale Parish Council
24 Commercial Road
Skelmanthorpe
Huddersfield
HD8 9DA**

Tel: 01484 861239/Email: clerk@denbydale.com

Please keep a copy of this application for your own records.

Please refer to the guidance notes before completing the application form.

For internal admin use only

Date application received:

Application meets criteria: Yes No

Meeting/minute record number:

Applicant notified of outcome of application (date):