



Denby Dale Parish Council

SMALL 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 organisation

Address

Postcode

Contact person

Name

Position

Daytime phone number

Evening phone number

Email address

Q2. About your organisation

What type of organisation are you?

- Unregistered community group/club/society
- Registered charity
- Other (please state)

Do you have a Constitution or a set of rules?

Yes

No

Q3. About your organisation

When did your organisation start? (Please give date)

What does your group or organisation do?

Q4. Where do you work? (Note: we only fund grants to organisations who work in the Denby Dale Parish)

Village/s within the parish

Q5. Does your work happen outside of the Parish?

Is any of your organisations' work carried out outside of the Parish?

Q6. How would you describe the people you mainly work with?

- Children under 16
- Young people under 25
- Older people over 60
- Disabled people
- People of minority ethnic origin
- Other (please state)

Q7. How many people take part in your organisation's activities each year?

How many people take part in your organisation's activities each year?

Q8. How many people are involved in running your group?

Management Committee members

Full-time staff

Part-time staff

Volunteers (not including Management Committee)

Q9. What is your organisation's income?

Financial Year (please state)

Income £

Expenditure £

Reserves £

Q10. Describe the project or activity you want the grant for

[Empty text box for describing the project or activity]

Q11. Why is the activity needed?

[Empty text box for explaining why the activity is needed]

Q12. How will you know if the project is a success?

Q13. Explain what steps are being taken to make the project sustainable and environmentally friendly

Q14. How much will the project cost in total?

£

Q15. Where will the money come from? (Please indicate if money already secured)

Denby Dale Parish Council	£
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	£
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	£
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	£
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Q16. Have you received funding from Denby Dale Parish Council Before?

If yes please give details:

Q17. 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.

Signed	Date
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Checklist

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

Latest annual accounts <input type="checkbox"/>
Constitution or set of rules (if not applicable please state so) <input type="checkbox"/>
Copy of bank statements for past six months <input type="checkbox"/>
Copies of written estimates or catalogue pages if you want a grant for equipment/capital items <input type="checkbox"/>

Send completed application forms to:

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

Tel: 07947 355930/Email: clerk@denbydale-pc.gov.uk

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):