



## Grant application for funding Christmas trees or other decorative displays for public display in villages other than Holmfirth Town Centre and Honley Village Centre.

### The scheme

- The Parish Council is keen to support local entities/groups throughout all 12 wards to have cut or living Christmas trees and/or decorations for public display to brighten their community at Christmas.
- For this purpose, up to 12 grants of up to £250 have been set aside as a financial contribution towards funding Christmas trees/other public space decorations.
- Alternatively Holme Valley Parish Council will order and pay for the delivery and collection of a cut Christmas tree from T Kirk Forestry on behalf of successful applicants.
- These grants are additional to the displays supported by the Parish Council in Holmfirth town centre and Honley village centre through Holmfirth and Honley Christmas Teams.
- Applicants must be a credible local entity (such as a registered or unregistered community group or local business) with a suitable bank account.
- **Please note that applicants must have suitable public liability or other insurance in place to cover the installation. Proof of insurance will be required. Holme Valley Parish Council can accept no liability for your project.**

### Applying

- Your application should be submitted on this form by **9am Monday 28 October 2024.**
- Contact Jen McIntosh, Clerk, at [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk) or on 01484 687460 for help with your application or any queries regarding support you may need.
- Your application will be considered at the Service Provision Committee meeting on 4 November 2024.
- You will be contacted regarding decisions between 5-7 November.

1 Contact Details	
Name of your organising group/body	
Primary contact name to whom correspondence should be sent	
Primary contact postal address including postcode	
Primary contact telephone number	
Primary contact email address	
2 Tell us about your group	
What sort of entity are you? Are you a registered or unregistered community group or a local business providing a focal point in your community?	

3

### Your Project

Tell us more about **where** your installation/tree will be displayed and **what** it will consist of eg if it is a tree whether it is a cut or living tree, how it will be decorated; if it is another installation (such as lights/sign describe what it is in terms of size and what it will look like.

How will your project benefit the people of the Holme Valley? How will your tree/installation be a focal point for the local community?

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

How will your project address the ongoing climate emergency? Holme Valley Parish Council is committed to environmental sustainability measures in all supported activities. **The use of living trees is particularly encouraged.** Follow this link for further guidance on how your project can meet our criteria: <https://wwf.org.uk/top-tips-sustainable-christmas>

What do you estimate to be the **TOTAL COST** of your project? Provide a breakdown of what you intend to spend.

What is the **TOTAL AMOUNT OF GRANT** - up to £250 - you are applying for?

Please provide details of how you intend to **use the grant money** ie purchase of lights, decorations etc.

**YOU WILL NEED TO KEEP RECEIPTS FOR ALL ITEMS TO BE PAID FOR BY THE GRANT.**

If there is a difference between the grant amount you are asking for and the total amount of your project how will you fund this?

Do you want Holme Valley Parish Council to order and pay for a T.W. Kirks tree for you as part of your project?

**YES/NO** please circle your response.

This is equivalent to £156. Please note that their service includes delivery and collection but not erection of the tree. If you opt for a tree to be ordered then the maximum additional grant that can be requested is £94.

Do you want Holme Valley Parish Council to put you in contact with a local experienced organisation that can advise on installing trees etc?

**YES/NO** please circle your response.

Do you want Holme Valley Parish Council to consider making this a rolling grant? i.e. for your group to receive the same grant total/ a Christmas tree from Kirks for 2025, 2026 and 2027?

**YES/NO** please circle your response.

#### **4 Your Bank Account**

*Please put below the details of the bank account any grant is to be paid into.*

Account name

Sort code

Account number

#### **5 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 agree to provide either via email or post written proof of insurance e.g Certificate of Public Liability with this application.
- I agree to return any unspent funding by 1 February 2025.
- I give permission for the Council to record my details/ the details of my group electronically and to make contact 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, by 1 February 2025.

**This declaration must be signed by the person taking charge of the project.**

Name

Signature

Date

**Send the completed application form, together with all supporting documentation, preferably in PDF format to: [clerk@holmevalleyparishcouncil.gov](mailto:clerk@holmevalleyparishcouncil.gov)**

**Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**