

To whom it may concern

GRANTS Finance and General Purposes 2019

Please find attached a grant application form together with criteria and notes. The next meeting of the Finance & General Purposes Committee to consider grants will be held on **Monday 16th September 2019**

Completed applications, together with supporting documentation, must be received **no later than Friday 9th August 2019** to be considered.

Please note that email forms can't be accepted, as an original signature is required on the application form.

The Finance and General Committee Members advised that all that funds being sought should not be for routine expenditure and that where funds are split over surrounding parishes within Sevenoaks District, clarity must be shown that funding sought be for the Town Parish of Sevenoaks only in accordance with the maps attached to the back of the application form. Also, only applications received using these new forms will be considered.

Please also refer to Part 2 of the attached Guidance notes regarding the types of possible support the Town Council may offer, which the application form requests you sign off confirming that this is the basis of your application to the Town Council.

Please advise which tax year the money is to be used by you in and note that any grant that is not used for the purpose for which it has been made must be repaid.

Thank you.
Michèle MacDonald
Sevenoaks Town Council

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