

To whom it may concern

GRANTS: Finance and General Purposes Committee 2020-21

Please find attached a grant application form together with criteria and notes.

Grant Applications will be considered at the following meetings:

Finance & General Purposes Committee - Monday 14th September 2020

Completed applications, together with supporting documentation, must be received **no later than Friday 14th August 2020** to be considered.

Finance & General Purposes Committee - Monday 1st March 2021

Completed applications, together with supporting documentation, must be received **no later than Friday 8th January 2021** 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 has advised that all funds being sought should not be for routine expenditure and that where activities are split over surrounding parishes within Sevenoaks District, clarity must be shown that funding sought is for the Town Parish of Sevenoaks only, in accordance with the maps attached to the back of the application form.

Please 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.

Alison Futtit
Senior Committee Clerk
Sevenoaks Town Council

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Town Clerk