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Our Ref: JGB/jm

June 2018

Dear Sir/Madam

**GRANT AID 2018**

I attach a Grant Aid Application Form so that your organisation may submit an application for funding in 2018/2019.

The form has been reviewed and I would ask therefore that you read it carefully before submission. I would however draw your particular attention to Condition Number 18 on the Grant Aid Scheme-Guidance Notes and Conditions of Funding. Any agreed grants will only be paid after evidence has been submitted to and verified by Burntwood Town Council. As you will appreciate public money is being distributed and in fairness to all involved it needs to be clear and accountable that the money is being used for the correct purpose.

Another change that is being introduced this year is for a Presentation Evening to be held on Friday 25 January 2019 when those receiving grants will be invited to receive their cheques and take part in a "show and tell" session whereby items purchased (in appropriate cases) can be brought in and those present can be given a brief update on what the grant has been used for. It is hoped that this could be an interesting evening for all those involved.

Please let myself or Jayne Minor (Senior Administration Officer) know if you have any questions.

Yours faithfully

John G Brown  
Interim Town Clerk