



The Old Mining College Centre  
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Our Ref: GH/jm

July 2019

Dear Sir/Madam

### **GRANT AID 2019**

I attach a Grant Aid Application Form so that your organisation may submit an application for funding in 2019/2020.

I would ask that you read it carefully before submission. In particular I would draw your 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 of expenditure has been submitted to and verified by Burntwood Town Council.

At the Presentation Evening [date to be agreed] those receiving grants will be invited to receive their cheques and take part in a "show and tell" session. Past presentation evenings have proved to be very popular. It is a great opportunity to share success stories.

Please contact Jayne Minor [Senior Administration Officer] if you have any questions.

Yours faithfully

Graham Hunt  
Town Clerk