

25th October 2018

Dear Sir/Madam,

Great Baddow Parish Council – Grants 2019

Please find enclosed a copy of the Parish Council's Grant Awarding Policy and an application form for a grant which will be payable in May 2019. The application form, with the relevant documentation needs to be returned to the Parish Council office by **30th November 2018**.

The accounts accompanying the application specifically need to show the year's movements in funds and a comparison with the previous year. It also needs to show the total current funds in hand.

You must be very specific when answering the questions, in particular questions 8 and 9.

Please note that late or incomplete submissions may be considered but run the risk that all the monies may have been allocated.

It is recommended that you read the Grant Awarding Policy before completing the application form. If you require any help with either of these documents, please contact the office.

Yours faithfully

Mrs Clare Milligan
Clerk of the Council