

## Guidance on Making an Application For A Grant

Applications should be made on the official form or by letter including as much information as possible

The Town Council considers all applications in December each year and applicants are advised of the outcome in January (In cases of extreme urgency the Town Council may consider applications at other times)

Applications should be submitted no later than the end of November in any year

The Town Council can only offer financial assistance for things that will be of benefit to the residents of Hednesford. It is not possible to make grants to individuals under any circumstances

Any grant awarded is subject to the conditions outlined below

Any queries can be addressed to the Town Council Manager/Clerk at the address below

### Conditions of Grant Award

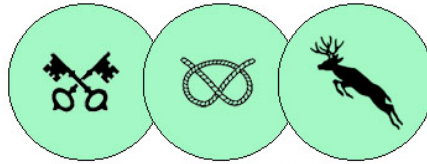
Organisations granted financial assistance by the Town Council need to observe the following conditions of grant:

- *The grant must be used for the benefit of the inhabitants of the civil parish of Hednesford (any grant awarded cannot be used for any political purpose whatsoever)*

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Hednesford Town Council



Gateway to the Chase

- *Financial contributions made by the Council must be used for the purpose specified by the organisation in its application or repaid in full to the Town Council*
- *Organisations should recognise the contribution made by the Town Council in its publicity and promotional material and for this purpose may use the Council's logo (printed above)*
- *No second application from any organisation will be considered until one year after the expiry of the initial grant date – except in exceptional circumstances or in an emergency*
- *All applications (except in the case of urgency) are first considered at a meeting in December of each year so requests must be submitted no later than 20 November*
- *At the invitation of the Chairman of the Council, organisations will be expected to attend a reception at which they will be presented with a cheque for the amount they have been granted*

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