



Stony Stratford Town Council

**IMPORTANT DEADLINE DATES FOR GRANT APPLICATIONS
PLEASE READ CAREFULLY**

From 1 April 2010, the following will govern the administration of the scheme:

- There will only be one grant fund operated by the Council. The total amount of funding available has yet to be finalised but is likely to be similar to recent years.
- New application forms are to be introduced. Dependant on the level of grant applied for, the relevant application form must be used, otherwise the application will be returned to the applicant.
- Dependant on the level of grant being applied for, the grant applications will be considered either by the Full Council or the Finance and General Purposes Committee.
- **For applications over £750**, these will be considered at Full Council meetings in March and September 2010 and the closing dates for applications will be as follows

Meeting Date	Application Closing Date
March 2010	Tuesday 2 March 2010
September 2010	Tuesday 7 September 2010

- **For applications up to £750**, these will be considered at the Finance and General Purposes Committee meetings in April, June, October and December 2010 and February 2011 and the closing dates for applications will be as follows

Meeting Date	Application Closing Date
April 2010	Tuesday 6 April 2010
June 2010	Tuesday 1 June 2010
October 2010	Tuesday 5 October 2010
December 2010	Tuesday 7 December 2010
February 2011	Tuesday 1 February 2011

- Only one application from each organisation will be allowed in the financial year
- Retrospective applications will not be considered; therefore, you are encouraged to submit applications as early as possible
- All applications received will usually be acknowledged upon receipt. It is the applicant's responsibility to ensure that the application has been received by the Town Council and you are therefore advised to check if acknowledgement has not been received within a reasonable timescale
- **For applications over £750**, you will be expected to send a representative to the relevant meeting at which your application is being considered to provide clarification on any aspects of the application that might be required by Council members

The Council realises that the above changes are significant and therefore is sending out this notification and the revised application forms at the earliest opportunity so that organisations can plan accordingly when preparing their projects and events for 2010/11.

Please note that the application forms contain standard conditions that have to be accepted for a grant to be awarded. Failure to comply with any of these conditions could jeopardise applications that you might make in future years.

In due course, the new application forms will be available for download from the Town Council website along with details of closing dates for applications etc.

If you have any questions at this time about the revised procedures, please contact me. The Council looks forward to receiving applications ready for the 2010/11 financial year.

Charles Brindley
Clerk to Stony Stratford Town Council



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