



Gillingham Town Council

GUIDANCE NOTES - TO HELP YOU COMPLETE THE GRANT APPLICATION FORM

- A copy of your Organisation's latest audited accounts and balance sheet must accompany the application.
- In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant must be submitted instead.
- Grants will only be made where a statement of use has been prepared and must accompany the completed application form.
- Please feel free to send any other relevant information along with your completed application form.

ADDITIONAL CONDITIONS:

- Successful applicants will be required to provide a written report to the Town Council within six months of receiving a grant award explaining how the grant has been used.