

# Teynham Parish Council

## Small Grant Application Form 2024/25

For details of the grant scheme visit [teynhamparishcouncil.org](http://teynhamparishcouncil.org)

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**How to apply**      **Complete this application form**  
**Provide supporting information**  
(a) Organisation's most recent audited accounts/bank statement  
(b) Organisation's constitution  
(c) Three quotations (where applicable)  
**Return application & supporting information by 5pm, 1 March 2025.**

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**Your organisation**

Organisation name: .....  
Chair/Secretary: .....  
Address (inc postcode) .....  
.....  
Email: .....  
Web address: .....  
Terms of reference: .....

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**Your project or activity**      *Please provide a brief description of your project / activity.*

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**Financial information**

Total cost of project (including VAT)      £ .....  
Value of your estimated contribution      £ .....  
Voluntary effort (valued at £9.50/hr)      £ .....  
Cash contribution      £ .....  
Value of non-Parish grant funding      £ .....  
We hereby apply for a grant of      £ .....

Has your group previously applied for a grant for this or any other project from Teynham Parish Council? **Yes/No** If yes, please give details of amount of funding, projects and dates: .....

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**Confirmation**      I certify that the statements in this application are true, and that the information provided is correct.

Sign\*      .....      Date      .....  
Telephone      .....      Position      .....  
Email      .....

*\* If completing electronically, please type name*

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**Return**      Please return application & supporting information by 5pm, 1 March 2025.  
**Email:** [clerk@teynhamparishcouncil.org](mailto:clerk@teynhamparishcouncil.org)  
**Post:** Clerk to the Council, 251 London Road, Sittingbourne, ME10 1PW  
*For further information call (01795) 487063*

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