

Department of Environment & Sport

Keighley Area Co-ordinators Office

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Dear Applicant

Community Chest - Up to £100 for projects and events for the Queen's 90th Birthday Celebration

The official Queen's 90th Birthday Celebration weekend will be on the 10th and 11th of June 2016. Applications are invited from organisations wanting to run projects or events that will take place around the month of June which demonstrate a clear link to the celebration of the Queen's Birthday and actively benefit local residents.

Applications will need to be submitted by **12 noon on Friday 6th May 2016** and will go to the Grants Advisory Group for decision the week commencing **Monday 9th May 2016**.

Please find enclosed an Application Form. I would like to draw your attention to the **Notes and Criteria**, specifically the table at number 2 under 'Criteria for Applications', which gives examples of what will and will not be funded. Applications that do not meet the criteria will not be funded.

It is essential that you provide the following information:-

- Your organisations constitution (if you have sent this with a previous application there is no need to provide it again).
- Latest audited accounts or bank statements.
- A detailed expenditure list for the proposed event / project (no. 7 on application form).
- At least two quotations from suppliers for all costs that need to be met.

May I take this opportunity to wish your organisation every success and should you require any further assistance please do not hesitate to contact me on the number above.

Yours sincerely

Jonathan Hayes
Keighley Area Co-ordinator