



24<sup>th</sup> March 2010

*Name and address*

**Communities, Libraries, Heritage & Arts  
Department of Community Services  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge, Wiltshire  
BA14 8JN**

Dear

**LPSA Performance Reward Grant Bid**

I am writing further to your bid for LPSA Performance Reward Grant for *insert name of project*.

You will be aware that the bid was presented to the Performance Reward Grant panel on *insert date of panel* and that the bid for *£insert amount* was accepted subject to provision of some additional information. This has now been provided and we are delighted to advise you that the funding is now approved.

Before the money can be released to you I would ask that you read and sign the enclosed condition form and return it to me. Upon receipt of the completed condition form I will be able to release the funding which may be paid by cheque or by BACS transfer into your account. If you would like the funding to be paid by BACS transfer, please complete the attached BACS form and return it to me with the signed condition form. I enclose an additional copy of the condition form for your records.

Can I remind you that successful applicants are asked to provide copies of receipts, invoices and photographs to demonstrate how their award was spent, as well reporting on performance against the targets you have set out in your bid.

An evaluation form is also enclosed.

I look forward to hearing from you. If you have any queries, please do not hesitate to contact me.

Yours sincerely

*Insert name of Area Board Manager* , Area Board Manager

23 June 2011

*Insert name/address*

Funding Award from the Performance Reward Grant Scheme

I acknowledge receipt of the Performance Reward Grant of *£insert amount* from Wiltshire Council. I understand that this money is being made available to *insert name of project* for *insert purpose* as outlined in the application to the Performance Reward Grant Scheme.

I understand that it may only be used to pay for bona fide items or services required for that project and may not be used for any other purpose without the prior permission of Wiltshire Council. If I have any doubts as to whether any item of expenditure complies with this requirement I will contact Wiltshire Council before committing the expenditure.

I agree to provide Wiltshire Council with evidence of how this money has been spent and will complete and will provide regular reports to the Area Manager about our progress against the improvement targets we have agreed (see below).

Targets:

*Details to be supplied from bid/performance team*

I will return the attached evaluation form as soon as the project has been completed. I understand no further grants will be considered if this feedback is not received. I also agree, that if the scheme for which this money has been granted, does not proceed for any reason within three months of the cheque being received, I will advise Wiltshire Council at the earliest opportunity and will repay the full amount (or such sum as has not been properly spent), on request. I understand that Wiltshire Council may seek to recover any monies which have been spent contrary to the terms on which the grant was made.

I also agree that I will acknowledge that the Wiltshire Assembly and the Public Service Board were involved in the funding of the initiative in all publicity material and media coverage about it.

By signing the declaration below I am confirming that any additional funding to enable this project to proceed within the next three months is in place and that I agree and have met all the other conditions as set out above.

Signed

.....

On behalf of

(to whom the cheque will be made payable unless otherwise advised)

Date

.....

**RETURN THIS COPY TO THE ABOVE ADDRESS WHEN YOU HAVE SECURED ALL FUNDING AND WOULD LIKE THE COUNCIL TO ISSUE THE CHEQUE**

**PLEASE NOTE: CHEQUES WILL NORMALLY BE SENT OUT WITHIN TWO WEEKS OF RECEIPT**

23 June 2011

*Insert name/address*

Funding Award from the Performance Reward Grant Scheme

I acknowledge receipt of the Performance Reward Grant of *£insert amount* from Wiltshire Council. I understand that this money is being made available to *insert name of project* for *insert purpose* as outlined in the application to the Performance Reward Grant Scheme.

I understand that it may only be used to pay for bona fide items or services required for that project and may not be used for any other purpose without the prior permission of Wiltshire Council. If I have any doubts as to whether any item of expenditure complies with this requirement I will contact Wiltshire Council before committing the expenditure.

I agree to provide Wiltshire Council with evidence of how this money has been spent and will complete and will provide regular reports to the Area Manager about our progress against the improvement targets we have agreed (see below).

Targets:

*Details to be supplied from bid/performance team*

I will return the attached evaluation form as soon as the project has been completed. I understand no further grants will be considered if this feedback is not received. I also agree, that if the scheme for which this money has been granted, does not proceed for any reason within three months of the cheque being received, I will advise Wiltshire Council at the earliest opportunity and will repay the full amount (or such sum as has not been properly spent), on request. I understand that Wiltshire Council may seek to recover any monies which have been spent contrary to the terms on which the grant was made.

I also agree that I will acknowledge that the Wiltshire Assembly and the Public Service Board were involved in the funding of the initiative in all publicity material and media coverage about it.

By signing the declaration below I am confirming that any additional funding to enable this project to proceed within the next three months is in place and that I agree and have met all the other conditions as set out above.

Signed

On behalf of

.....  
(to whom the cheque will be made payable unless otherwise advised)

Date

.....

**APPLICANTS COPY :- PLEASE RETAIN THIS COPY FOR YOUR RECORDS**