

Communities, Libraries, Heritage & Arts  
Department of Community Services  
Wiltshire Council  
Monkton Park  
Chippenham  
Wiltshire  
SN15 1ER

23 June 2011

Dear

**Community Area Grants from the (Name Area) Area Board 2011/2012**

The Area Board considered project proposals requesting funding from the 2011/2012 budget at their meeting on '.....'. I am pleased to inform you that your project for '.....', was awarded £.....

*(Add any conditions raised by the Area Board)*

Your grant will be paid, when all funding criteria and any conditions imposed (e.g. match funding are in place) by the Area Board have been met. Please remember the money cannot be claimed prior to 3 months of the project starting. All grants must be paid to the recipient within a year of the grant being awarded. Failure to do so may result in the award being withdrawn.

Before the money can be released, 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 either cheque or by BACS transfer into your account. I enclose an additional copy of the condition form for your records.

Successful applicants are asked to complete and return the enclosed evaluation form which should include copies of receipts, invoices and photographs. No further grants will be considered if this feedback is not received.

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

Yours sincerely

**(Name of CAM)**  
**Community Area Manager**  
**Tel:**  
**Email:**

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**Funding Award from the name Area Board**

I acknowledge the Community Area Grant award of £ \_\_\_\_\_ from Wiltshire Council. I understand that this money is being made available to \_\_\_\_\_ as a contribution towards .....

(Condition)

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 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 Wiltshire Council's financial contribution in any publicity material and media coverage and am willing for a Council Officer to contact me to arrange publicity.

By signing the declaration below I am confirming that all the 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**

