



**Directorate for Deputy Chief Executive
Partnerships, Policy and Communications**

Service Director: Roger Goodes
Buckinghamshire Council
The Gateway
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Aylesbury
HP19 8FF

01296 395000

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Name
address 1
address 2
Postcode

Date:

Dear name

I am pleased to inform you that the High Wycombe Town Committee has allocated a maximum of **£amount** towards the **project** from its allocated budget.

The amount of **£amount** equates to **?%** of the total project cost. If there is a reduction in the total project costs, the contribution to the project from the High Wycombe Town Committee will be **?%**.

A contribution is made on the condition that the applicant must acknowledge High Wycombe Town Committee financial support in any publicity, printed or website material and use the supplied approved logo.

As the High Wycombe Town Committee budget is devolved from the Buckinghamshire Council budget, I have a responsibility to ensure this financial contribution is monitored and managed appropriately and transparently. As such, please be aware this contribution is made subject to the attached Grant Conditions.

I look forward to receiving the project report on completion of the project.

Funds will be transferred directly into **organisations** bank account via a BACS payment.

Please acknowledge acceptance of this funding offer and attached Terms and Conditions by email or letter within four weeks of the date of this letter. If you have any queries, please feel free to contact me.

Yours sincerely,

Chairman of the High Wycombe Town Committee