

Community Grant Email

I am pleased to let you know that your application for a grant of £? has been approved.

The grant is dependent upon the following conditions being met:

- A report must be submitted within 6 weeks of receiving the grant.
- Evidence must be provided that at least one of the Council's priorities against which the application has been assessed has been met.
- Proof must be provided to show that the group's intended outcomes have been achieved.
- This grant has been awarded by High Wycombe Town Committee. The Committee's support must be acknowledged on all publicity material with the following:
"Organisation Name acknowledges the grant awarded by High Wycombe Town Committee to support the Name of project."

The report can be in whatever format you wish (e.g. a couple of sides of A4) and some photos too please.

As soon as we hear from you with confirmation of your acceptance of these grant conditions, we will authorise payment of the grant to the bank account as provided in your application form.

I look forward to hearing from you.

Kind regards

Facilities Grant Email

I am pleased to let you know that your application for a grant of £? has been approved.

The grant is dependent upon the following conditions being met:

- 50% of the cost of works must be match-funded up to a maximum of £10,000. Proof must be provided.
- A grant will normally be based on the lowest of three quotations, copies to be provided.
- In the event of any alteration to the financial aspect of the project, you should advise the Council immediately as it may affect the grant.
- Grants must be claimed within one year of notification of a grant, otherwise they may be automatically withdrawn.
- Applications for an extension of time before claiming the grant will only be considered if there are special circumstances. Applications must be submitted before the expiry date.

- The Council may ask that certain requirements are met before funding is released and will require evidence that these have been met.
- If these requirements are met, you have 12 months from the date on which they are met, to request the agreed funding.
- If the work is to be carried out in phases this can be accommodated, but the Council reserves the right to pay the grant in instalments corresponding to the phasing of the work.
- Once work is completed the facility must be maintained for its current use for a minimum of 10 years. Failure to do so will result in the Council claiming back one tenth of the grant awarded for every year that the facility is not provided.
- Work will not be funded retrospectively.
- Groups must acknowledge the Council's support on all publicity material. A logo will be supplied.
- A report must be submitted within 6 weeks of receiving the grant. The report must provide evidence that the grant has achieved value for money for the Council and that funds have been used wisely for the benefit of communities.
- Evidence must be provided that at least one of the Council's priorities against which the application has been assessed has been met.
- Proof must be provided to show that the group's intended outcomes have been achieved.
- This grant has been awarded by High Wycombe Town Committee. The Committee's support must be acknowledged on all publicity material with the following:
*"**Organisation Name** acknowledges the grant awarded by High Wycombe Town Committee to support the **Name of project**."*

The report can be in whatever format you wish (e.g. a couple of sides of A4) and some photos too please.

As soon as we hear from you with confirmation of your acceptance of these grant conditions, we will authorise payment of the grant to the bank account as provided in your application form.

I look forward to hearing from you.

Kind regards