

Holyrood Lace Mill, Holyrood Street, Chard TA20 2YA
Telephone: (01935) 462462 Fax: (01460) 66899
Website: www.southsomerset.gov.uk



Andrew Gillespie Area Development Manager - West

Date:
Your Ref:
Our Ref: Offer letter –
Ask For: Andrew Gillespie
Direct Line: 01460 260426
E-mail: andrew.gillespie@southsomerset.gov.uk

Dear

Market Town Investment Group - Portas Town Centres Programme

Name of Project:

Amount requested:

Amount offered:

I am pleased to advise you that your application for funding to the Market Town Investment Group Portas Town Centres Programme has been successful. The offer of funding is made with conditions as set out in the Acceptance of Funding Offer forms (enclosed).

Please complete both forms and return one of them to me straight away. The other form is for your own records.

As this funding is helping towards something you are purchasing, I will need to see copies of all paid invoices or bills.

As you have other sources of funding (xxxxxxx) as well as the Market Town Investment Group, I need to see evidence that these other funds are agreed and available. *[Delete this para if not applicable, i.e. evidence already sent with original application]*

As mentioned in the conditions, we will always ask for feedback about the project, including photos, publicity/newspaper articles and a short report. This is important as it helps show that the money is being well spent and having a positive impact on your community.

I am also enclosing a Market Towns Investment Group Monitoring and Evaluation Form, please complete and return it to me at the end of the project or one year from the date of this letter.

If you have any queries regarding this funding offer, please contact me on the above telephone number or by e-mail.

Yours sincerely

Andrew Gillespie
Area Development Manager - West



ACCEPTANCE OF FUNDING SUPPORT OFFER

	To be completed, signed and returned
	To be retained for your records

Name of Applicant

Project

Funding Offer

Date made

We accept the offer of funding subject to the following conditions:

1. The funding has been awarded only for the purposes described in our application form.
2. This Acceptance of Funding Offer and Evaluation Form must be completed in full, signed and returned to Andrew Gillespie, Area Development Manager - West.
3. We will provide a statement of project approval from our SSSC Market Town Coordinator before this project goes ahead.
4. All other funding sources are secured.
5. We will provide information about the treatment of future maintenance costs.
6. We have explored economies of scale with the proposers of similar projects.
7. We will support publicity, which refers to all project(s) having been developed as a local priority by our Market Town community planning group from our local community plan.
8. We will provide feedback from the project, which will be in the form of photographs, newspaper items and a written report.
9. We agree to share information about our project with colleagues in the Market Towns Investment Group
10. We will inform our district and county councillors about the project(s).
11. Should the project be delayed or unable to commence within six months from the date of this agreement, we will notify Andrew Gillespie in writing.
12. If the project does not start within twelve months from the date of this agreement, the funding offer may be withdrawn.

Signature Date.....

On behalf of:.....

When claiming your funding support it will also be necessary to forward copies of all invoices or paid bills for the project.

Please keep one form and return one completed copy of this form to:

Andrew Gillespie, South Somerset District Council, Holyrood Lace Mill, Holyrood Street, Chard, Somerset, TA20 2YA.

MARKET TOWNS INVESTMENT GROUP MONITORING & EVALUATION

To be returned with final project invoice or by ddmmyyyy at the latest.

Section 1

Name of organisation:

Project title:

Funding amount:

Date awarded:

Section 2

Brief description of project:

Has the project been completed successfully?

Yes/No

If yes:

Project start date:.....

Project completion date:

If no, please tell us why not?

.....

Where there any changes to the project from the original proposal?

.....

Equipment purchased:

Please tell us if you have been able to meet the funding conditions 5-9 (see Acceptance of Funding Support Offer), or if not, please explain the reason(s) for this

Conditions	Met? (Y/N)	Evidence (receipts, stats, photos etc)	Enclosed?
5			
6			
7			
8			
9			

What was the final cost of your project? (Please include a breakdown of project costs)

Please list the other funding you secured for your project:

Funder	Amount

Please describe the particular benefits of your project to the community:

.....
.....
.....

Please indicate anything that hasn't gone particularly well, that you might do differently in future:

.....
.....
.....

Does the project have any ongoing running costs? Yes/No

If yes, please describe how these will be met.

.....
.....

**Please return this form, on completion of the project, to:
Andrew Gillespie, Area Development Manager - West, South Somerset District
Council, Holyrood Lace Mill, Holyrood Street, Chard, TA20 2YA**