

FAREHAM

BOROUGH COUNCIL

DRAFT

Director of Operations
Paul Doran

Contact: Claire Benfield

Ext.: 4495

Date: X November 2017

Dear

Community Fund Award Letter

- Thank you for your recent application for funding from the Community Fund. Your application has been considered by the Council's Executive and I am pleased to inform you that the Council has agreed to award a grant of up to £25,000 to your organisation, 1st Sarisbury Green Scout Group. I have set out below the purpose and scope of the project funded by the award. Your organisation must use the award solely for the purposes set out in this Community Fund Award Letter.

The Project

The grant has been awarded to use towards the installation of a purpose-built scout hut to be located on the disused tennis court at Burrige Recreation Ground. This Community Grant has been awarded on the condition that these facilities will be made available to local community groups and organisations to hire in addition to the use by 1st Sarisbury Green Scout Group. It is a condition of the grant that 1st Sarisbury Green Scout Group secures the remaining funding shortfall of £30,750 for the project. The Group is required to advise the Council of any additional funding secured to enable the Council to reduce its Community Fund award to reflect any reduced need. The Council will require evidence that each of these conditions has been met. There will also be a requirement to keep records of all the community groups that use the facilities which will be made available to the Council on request.

Payment for the grant will be made in two stages. Half of the grant will be paid prior to the commencement of the project with the remaining balance being paid on completion of the project.

The grant will become payable to your organisation once your authorised officer has accepted the award conditions by signing and returning both copies of the attached Community Fund Agreement and when the works are completed and facilities available to the community. Please do not date the Agreement.

I would like to draw your attention to one of the conditions of the Council's Community Fund where you are asked to acknowledge the support of Fareham Borough Council and use the Council's logo in all publicity material. A copy of the Council logo is at the top of this letter which is suitable for use on general publicity and letter headed paper. However, if your project is considering the use of the logo in a different style, i.e. a banner or notice board, please contact me and I will be able to advise you on alternative formats available.

You may be contacted to give an interview about your project by the local press. If you do not wish your details to be given to them, please let me know.

Would you please send me some photographs of your project e.g. event launch, group, photos, that I can use for Community Fund publicity. I am sure Ward Councillors would be happy to attend any launch event, please let me know and I will arrange this for you.

I would like to take this opportunity to wish you every success with your project.

Yours sincerely

Claire Benfield
Leisure and Community Officer

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