Applicant Accepted Terms: 28/09/2018 14:47:30

**Community Area Grants from the Royal Wootton Bassett & Cricklade Area Board 2013/2014**

The Area Board considered project proposals requesting funding from the 2013/2014 budget at their meeting on tbc contact Community Area Manager. I am pleased to inform you that your project for Broad Town Village Hall refurbishment of kitchen and toilets, was awarded £3000.00

**Conditions for receiving a Community Grant**

**PLEASE READ CAREFULLY**

Standard conditions:

* The grant money can be requested by successful applicants only when all award criteria have been met (e.g. match funding is in place) and on confirmation that the project which funding has been awarded to will proceed in the next 3 months.
* The grant may only be used to pay for bona fide items or services required for the project applied for. It cannot be used for any other purpose without the prior permission of Wiltshire Council. If there are any doubts as to whether any item of expenditure complies with this requirement you must contact Wiltshire Council before committing the expenditure.
* The money cannot be claimed before 3 months of the project starting and must be used within 1 year of the date of the award. It is the recipient's responsibility to ensure this condition is met and failure to do so may result in the award being withdrawn.
* If the scheme for which this money has been granted, does not proceed for any reason within three months of the BACS transfer being received, you must advise Wiltshire Council at the earliest opportunity and repay the full amount (or such sum as has not been properly spent), on request. Wiltshire Council may seek to recover any monies which have been spent contrary to the terms on which the grant was made.
* You must be able to provide copies of all receipts and invoices associated with your grant on request as your project may be audited after completion. Failure to provide this information may lead to a request to return your grant and no further grant requests being considered from your organisation.
* It is the applicant's responsibility to contact the Community Area Manager if the funds raised for their project (including those awarded by the area board) exceed the sum required.
* Successful applicants must complete an evaluation form and send in information/photographs to demonstrate how your grant was spent. You will receive notification when this is due.
* Applicants must acknowledge Wiltshire Council's financial support in any publicity, printed or website material and use the council's approved logo.
* Please also promote your project on your Community Area's Our Community Matters page. Here you can upload a short news story about how your grant has benefited the community and also attach a photo or video to accompany it.

The following conditions were imposed by the Area Board who made the decision to grant your award.

**About the payment**

To receive payment, you must follow this procedure, using the link at the end of this guidance:

* Read and sign (by ticking the acceptance box) to confirm that you accept the conditions of this grant.
* Once you are satisfied that you can meet these conditions you should press 'submit'.
* Immediately after submitting your acceptance, you should email BACS information to grants@wiltshire.gov.uk in the following format. Email subject: BACS details for "Your Project Title" Organisation Name: Bank Account Number: Sort Code:
* Approximately 6 months after you have received your grant funding we will remind you that you will need to submit an evaluation for your project, a condition of receiving a grant. You will need to log in again and complete a short form online. You will also need to send photos and copies of receipts and invoices to grants@wiltshire.gov.uk in the format below: Email subject: Photos, receipts, invoices for "Your Project Title" Organisation Name: Bank Account Number: Sort Code: nb. If you prefer you can send hard copies of receipts etc. to your Community Area Manager.

 I acknowledge the Community Area Grant award of £3000.00 from Wiltshire Council. I understand that this money is being made available to Broad Town Village Hall as a contribution towards Broad Town Village Hall refurbishment of kitchen and toilets
 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
 I will send my BACS details in the format set out above to grants@wiltshire.gov.uk immediately after pressing submit OR
 I will send my BACS details in the format set out above in hard copy to the relevant council office [help](http://services.wiltshire.gov.uk/areaboardgrants/grant_help.php?help_q=bacsformat) immediately after pressing submit.

Thanks for applying to the Area Board Grant scheme. We wish you the best of luck.