

Please reply to: Amanda Harvey
Service: Community Regeneration
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Email: amanda.harvey@southhams.gov.uk

22 September 2009

Dear Sir Geoffrey

**Investment in the Community Initiative
Dartmouth & District Indoor Pool, Dartmouth & District Indoor Pool Trust**

I am pleased to advise you that your application for a grant for the above project has been approved by South Hams District Council under the Investment in the Community Initiative, subject to the conditions set out in this offer letter being met.

We would therefore like to offer **a full and final grant of £400,000 or 50% of the total capital project cost, whichever is the lesser.**

The grant is subject to the completion of Dartmouth & District Indoor Pool, as set out in your application form, business plan and subsequent information submitted. Written confirmation of revenue funding for the project will need to be provided by the Trust before any payment of this capital grant can be made by South Hams District Council.

To accept this offer of grant please read the conditions and payment procedures on pages two and three of this letter. **Please arrange for a member of your organisation with the appropriate authority to sign and date both copies of this letter on page three and return one copy to us no later than 22 November 2009.** The other copy is for your records.

South Hams District Council will review the project every 12 months from the date of this offer letter to ensure that progress has been made. The Council reserves the right to withdraw this grant offer if insufficient project progress can be evidenced at the time of the yearly reviews.

Please contact me if you have any queries.

Yours sincerely

Amanda Harvey
Acting Community Development Officer



**South Hams
District Council**

Investment in the Community Initiative

Conditions of Grant:

1. The grant must be used exclusively on the activities / items / works set out in the application form, business plan and subsequent information submitted.
2. No payment of grant will be made until written evidence of all match funding has been submitted to the Acting Community Development Officer.
3. Full planning permission for the project must have been granted before building works commence.
4. Contractors for the project must be engaged after due tendering process.
5. Any changes to the project must be agreed in writing by the Acting Community Development Officer.
6. Expenditure which pre-dates this offer letter (22 September 2009) will not be eligible for grant.
7. A representative from South Hams District Council will inspect the project's activities / purchases / works before any payment of grant is made.
8. The applicant organisation must agree to recognise the grant contribution from South Hams District Council in any publicity for the project and co-operate, if required, with any representative from South Hams District Council concerning publicity of the project.
9. At the end of the project any capital equipment purchased must be used for community benefit and not for the benefit of an individual. South Hams District Council reserves the right to inspect the use of any capital equipment beyond the life of the initial project.
10. For the avoidance of doubt South Hams District Council accepts no liability for the project beyond the provision of the grant as detailed in this offer letter.
11. Should the project fail before its completion, South Hams District Council reserves the right to require repayment or part-repayment of the grant received.
12. A completed Project Monitoring Form must be submitted every 12 months from the date of this offer letter (22 September 2009) detailing the project's progress.
13. On completion of the project, a completed Project Monitoring Form and a copy of the project's full accounts must be submitted to the Acting Community Development Officer.
14. This grant offer shall not imply any future revenue commitment for the project from South Hams District Council.



**South Hams
District Council**

Investment in the Community Initiative

Payment Procedures for Grants:

1. Requests for payment of grant must be submitted to the Acting Community Development Officer using the Grant Claim Form provided and must include a progress report on the Project Monitoring Form.
2. The first request for payment must be accompanied by written evidence that all match funding for the project is in place.
3. No payments will be made until a representative from South Hams District Council is satisfied that the project has been carried out satisfactorily in accordance with the application or any subsequently agreed written amendments to it.
4. All payments will be made by BACS. The applicant organisation will need to provide:
 - Name on account
 - Account number
 - Sort code
5. The applicant organisation must provide the Acting Community Development Officer with a copy of the accepted quotation/s / tender/s before any request for payment can be made.
6. Payment of grant will be made in three instalments on submission of completed Grant Claim Forms and Project Monitoring Forms, when the project's expenditure reaches:
 - One third of the predicted total project cost;
 - Two thirds of the predicted total project cost and;
 - When the applicant organisation has a Certificate of Practical Completion.

Please note that South Hams District Council cannot make payments directly to suppliers on your behalf.

Dartmouth & District Indoor Pool Trust hereby confirms its acceptance of these conditions of grant and payment.

Signed on behalf of Dartmouth & District
Indoor Pool Trust

Date