

Economy & Place Directorate

Director: Richard Ball

Your Ref:

Our Ref:

Please ask for:

Direct Line / Extension: 01432

Fax:

E-mail: @herefordshire.gov.uk

2020

Dear

Project:

Further to your application, I am pleased to inform you that a grant of up to £XXXXXX has been approved for your project. Full details of the offer are shown on the attached project schedule. The grant is subject to the general terms and conditions overleaf and any specific conditions as per the attached Appendix 1.

Please note the following:

- Payments will be in arrears. Please note that any grant funding paid, will be paid to you as the applicant, and NOT directly to any supplier.
- Your project must be completed by XXXXXX.

To accept this offer, please sign and return the copy of the enclosed terms and conditions and the attached project schedule **within 21 days** of the date of this letter, confirming that you have read and understood all the general and specific terms and conditions.

Should you have any queries concerning this letter, or the Capital Funding scheme, please do not hesitate to contact me on 01432 261975.

Yours sincerely

HOUSING DEVELOPMENT OFFICER
Encs.

General Terms & Conditions

1. Reports will need to be submitted by the date(s) stated in your **project schedule**. Failure to do so may result in your offer being withdrawn and funding reclaimed.
2. Grant claims will be paid as per Appendix 1 (attached). The project cannot be funded retrospectively; therefore, all project costs must be confirmed and agreed prior to the grant confirmation stage. We reserve the right to withhold the final 20% of your grant until receipt of a satisfactory final report.
3. We reserve the right to ask for audited accounts, which show the expenditure relating to the project.
4. We reserve the right to withhold any or all of the payments, and/or require part or all of the grant to be repaid if:
 - There is substantial change in the nature, scale, costs or timing of the project.
 - Any information provided in the application form, or other correspondence is found to be substantially incorrect or incomplete.
 - The applicant fails to comply with any condition in this letter.
 - During the life of the project, the grant is used for purposes other than those specified in the application.
5. It is the projects responsibility to ensure that all necessary checks, insurances, licences and permissions are obtained and that all policies and procedures are up to date and take account of any relevant legislation.
6. Any material changes to the project and its phasing cannot take place without seeking prior agreement from Strategic Housing Team, Herefordshire Council.
7. The terms of this agreement may only be varied by the agreement in writing between persons duly authorised by both parties.

ACCEPTANCE

REF.:

PROJECT:

I have read and understood the offer letter and conditions. I wish to accept this offer and agree to comply with the conditions and to submit reports as per the project schedule.

Signature.....

Print Name.....

Organisation

Date.....

Please return the signed copy of this letter as acceptance of this grant within 21 days.

PROJECT SCHEDULE

1. PROJECT DETAILS

Applicant:	Ref:	Total Grant £	Grant %
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2. PROJECT TITLE/DESCRIPTION

The project will: a. xxxxxxxx b. xxxxxxxx c. xxxxxxxx
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3. SPECIFIC CONDITIONS OF GRANT OFFER

Funding will be via the Disabled Facility Grant and Herefordshire Council's Capital Funding scheme. If there is no requirement to purchase a property under the scheme implementation plan then the first grant payment will be paid on receipt of planning approval

4. REPORTING

Six weekly meetings/reports to update build programme for the lifetime of the project. To be agreed with xxxxxx lead officer and Strategic Housing lead officer.

5. MILESTONES

Event	Achieved by
Start date of Project	
Practical Completion of Project	

6. SCHEME COSTS

ITEM	(e)/(a)	Amount £
Ramp/retaining wall and paths	estimated	
Construction of extension, to provide level access shower and 4 th bedroom	estimated	
Construction/adaptation costs == hardstanding & vehicular access	estimated	
On-Costs – Void costs	actual	
TOTAL PROJECT COSTS		
Disabled Facility Grant	actual	
TOTAL GRANT REQUIRED		

HOUSING DELIVERY PROGRAMME CAPITAL FUNDING (Scheme Implementation Plan)

Approved In Principle

Milestone

<ul style="list-style-type: none"> RSL/Agent to write LA to request funding 	
<ul style="list-style-type: none"> LA to confirm in writing that the scheme is approved in principle and provide application to apply for grant 	Within 10 working days of receipt

The above information should provide the LA with initial grant levels and number of units

Grant Confirmation

Milestone

<ul style="list-style-type: none"> RSL/Agent to complete grant application and return with actual scheme costs, rents 	
<ul style="list-style-type: none"> LA to undertake assessment of application 	Within 35 working days of receipt
<ul style="list-style-type: none"> LA to confirm the fixed level of grant approval or refusal in writing 	

Acquisition (40%)

Milestone

<ul style="list-style-type: none"> RSL/Agent to provide copy of solicitors letter confirming land/property acquisition with covering letter 	10 working days following acquisition
<ul style="list-style-type: none"> LA will approve payment and forward to payments department 	Within 5 working days of receipt
<ul style="list-style-type: none"> Payments department to process payment 	Within 10 working days of receipt

Above should provide confirmation of purchase

Start On Site (40%)

Milestone

<ul style="list-style-type: none"> RSL/Agent to provide letter confirming start on site and contract period 	10 working days after SOS
<ul style="list-style-type: none"> LA to visit site to confirm SOS 	Within 5 working days of receipt
<ul style="list-style-type: none"> LA will approve payment and forward to payments department 	Within 5 working days of visit
<ul style="list-style-type: none"> Payments department to process payment 	Within 10 working days of receipt

Above should provide confirmation of start on site

Practical Completion (20%)

Milestone

<ul style="list-style-type: none"> RSL/Agent to provide conformation of Completion including final costs 	10 working days following completion
<ul style="list-style-type: none"> LA to visit to confirm practical completion 	5 working days of receipt of completion
<ul style="list-style-type: none"> LA will approve payment and forward to payments department 	Within 5 working days of visit
<ul style="list-style-type: none"> Payments department to process payment 	Within 10 working days of receipt

Above should provide confirmation of works undertaken