

Contact:
Direct Tel:
Email:

Date

Name / Address

BY EMAIL

Dear

Local Network Fund (LNF) Application – Ref No : 21LNF-

On the basis of the details set out in the above LNF application and the information provided as part of the project appraisal process, I am pleased to advise you that this project has been allocated £..... from the **enter LN Name** LNF, subject to the terms and conditions attached.

I would be grateful if you could sign and return a copy of the terms and conditions to me via the email address above **within 21 days of the date of this offer**. You should retain another signed copy for your own records.

Could I please draw your attention to Monitoring Condition 3 on Page 4 of the terms and conditions that requires your organisation to report on the performance of this project to the Local Network (LN)?

(Could I also draw your attention to the specific condition(s) relating to this project set out on page 4). **Delete as app**

Once we have received your signed acceptance of the terms and conditions and any appropriate project specific conditions of grant have been fulfilled, payment will be made via a BACS transfer into your bank account.

You should ensure that appropriate records of this project and the associated expenditure are maintained as you will be required to complete a project monitoring form in due course. Your records should include copies of appropriate evidence of spend e.g. invoices/receipts plus evidence of payment e.g. bank statement, ledger report. You should also retain any publicity/photographs and any other information that will show the difference that the project has made.

An electronic copy of the LN Logo is attached which should be used in any publicity regarding the project. (Please refer to the Terms and Conditions, page 3, item 16).

Finally, if you are planning a project launch or opening event would you be able to inform your LN when this will take place so that the County Council can be involved and can ensure that the grant is appropriately promoted.

Neighbourhoods & Climate Change

If you have any questions or queries then please do not hesitate to get in touch.

Yours sincerely

cc: Local Network Team