



Ms  
Road  
TAUNTON  
TA1

**Date:**

Dear

## **RE: Unparished Area Special Expenses Precept Bid**

We are delighted to inform you that your application to the Unparished Area Fund was successful and Taunton Charter Trustees would like to offer a grant of £xxxx towards the xxxxxx.

This offer is subject to the conditions detailed in your grant agreement and the following:

You will be required to provide monitoring reports throughout the project, and a final report on completion of the project these will be outlined in your grant agreement.

The grant must only be used for the activities described in your application. Any unused funds must be returned to us at the end of the grant term.

We have chosen to support your organisation because we strongly believe in your ability to achieve your project goals. Therefore, if there are any roadblocks or developments which may prevent you meeting your targets or any wider changes to your organisation, please call and discuss these with us as soon as you become aware of them. We will try to support you to overcome any challenges and achieve your goals, but it is possible that the grant may be withdrawn if we have concerns that the objectives of the project will not be met.

I would be grateful if we could discuss the terms and conditions of your grant, arrange suitable dates for release of the funding and to discuss the project monitoring arrangements. I will then provide you with a funding agreement to sign and return.

On receipt of your signed agreement and satisfactory compliance with any conditions we will arrange for grant payments to be made via BACS in line with the payment schedule outlined in your agreement.

Please let me know your availability over the coming weeks, the meeting is likely to take an hour in a location suitable for you. Please feel free to invite other members of your organisation to the meeting if you think this would be appropriate.

In the meantime, please do not hesitate to contact me should you have any queries.

Yours sincerely,

**Marcus Prouse**

**Specialist – Governance and Democratic**

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