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Managed by the Community Development Foundation
Funded by the Office of the Third Sector



Mr Craig Wright
4 Nelson Close
Wallingford
Oxon
OX1 0LG

25 March 2010

Dear Mr Wright

Re: Grassroots Grants Fund Application - Help towards resurfacing the courts due to wear and tear and weather damage. Courts are also susceptible to flooding and the proposed work will raise the level of the courts and mitigate instances of flooding.


I am pleased to say that the Foundation's Grants Panel has agreed to make a pledge to your organisation under the Grassroots Grants Fund of £4,000.00. This will be paid when you can show that the remainder of the funds to complete the project have been raised.

The grant will be subject to the conditions set out under the grant conditions form. If these are acceptable to you, please sign and return the **whole** form to me as soon as possible.

If the cheque is to be made out to a different name, instead of Portcullis Tennis Club, Wallingford, please can you inform us immediately, so that there is no delay to your project receiving its funding.

Publicity on grants made is important for the Foundation and has also proved helpful for beneficiary organisations themselves, promoting awareness and generating interest in the group and projects, so we will be sending a press release about your grant to various media contacts. Please indicate, below, a representative from Portcullis Tennis Club, Wallingford who would be willing to act as a contact in this matter, and return it together with the grant conditions.

Yours sincerely,


Wally Cox
Grants Manager

Media contact for Portcullis Tennis Club, Wallingford

Name.....

Tel.....

Email.....



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strengthening
communities
for 25 years



OXFORDSHIRE COMMUNITY FOUNDATION

Grassroots Grants Fund 2010

Standard Conditions of Grant Aid to Portcullis Tennis Club, Wallingford

4 Nelson Close
Wallingford
OX10 0LG

Purpose of Grant

Your grant must be used for the purposes outlined in your application.

“Help towards resurfacing the courts due to wear and tear and weather damage. Courts are also susceptible to flooding and the proposed work will raise the level of the courts and mitigate instances of flooding.”

If you find you are unable to spend the money as agreed you must contact us to discuss amending the grant. You must not use the money for any other purposes without our agreement.

Grant Amount **£4,000.00.**

Cheque to be made out to: **Portcullis Tennis Club**

Receipt of Payment

In order to receive a cheque from the Oxfordshire Community Foundation, you are required to sign and return this Standard Conditions form.

Grants will not be awarded unless we have received a signed copy of this Standard Conditions form.

Pledges

If you have been awarded a pledge, we require proof that the other monies necessary for this project have been identified or received. Once you have received or have been promised the remaining sum for this project, please notify us in writing with the details in order for the pledged cheque to be made available.

All pledges have a maximum life of six months. If you are unable to claim the money by the end of this period you will need to apply again. If you have any difficulties meeting the targets set, it is essential you discuss this with us as soon as possible. We will try to help you in whatever way is practical within our terms.

Acknowledgement of Grant

The Oxfordshire Community Foundation's support should be acknowledged in any press releases or appropriate publications such as Annual Reports produced by your organisation. We can provide logos as necessary.

We will want to include details about your grant in our own publications and may want to take photos. You may be asked to contribute articles and photos to such publications or to displays held at public meetings. Once again, your support here is most valuable to us.

Proof of Expenditure

We would like copies of all receipts, invoices etc relating to payments within this award. Please submit these copies within 6 weeks of making these payments. Any balance remaining must be returned to us within six weeks of the final payment.

Update

Six months after receipt of your grant you will be sent a short form asking for an update on the project the grant supported. These should be completed and returned to the Foundation as soon as possible. We are also interested in any anecdotes or comments that will give us a fuller picture of what has happened as a result of the grant at any point.

Please note that if this monitoring form is not returned, this may affect future funding.

Other Grant Aid

Sometimes groups apply to more than one funder for the same purpose. Our grant may be conditional upon you receiving other grants for the project and we must be kept informed about any other moneys you receive. If you receive more money than is required for your project, you must let us know, as we will then need to discuss amending the grant or possibly withdrawing it.

Reaching the Wider Community

The Oxfordshire Community Foundation is committed to involving all sections of the community in the work it funds, so that maximum benefit to the community is achieved. We expect projects to seek realistic ways in which they can make their services available to everyone, especially those groups in the community that may find it difficult to join in.

Special Conditions

A pledge of £4,000 has been made towards your project and will be paid when you can show that you have raised the other monies needed to complete the work.

Signed for and on behalf of Portcullis Tennis Club, Wallingford:

Date:

Oxfordshire Community Foundation
3 Woodins Way, Oxford. OX1 1HD

25 March, 2010