



Viridor Credits Environmental Company

First Floor, Aintree House
Blackbrook Park Avenue
Taunton, Somerset
TA1 2PX

tel: 01823 476476

Mr Falkingham
Clandon
Holford
Bridgwater
Somerset
TA5 1RY

26/01/2018

Project Reference: **0304**

**Please quote this reference in
all correspondence**

Dear Mr Falkingham

Landfill Communities Fund

**Project Name: Holford & District Village Hall - Phase 2
Refurbishment**

(“the Project”)

I am pleased to inform you (“the Applicant”) that Viridor Credits Environmental Company (“Viridor Credits”) will support the Project and Project activities up to the value of **£100,000.00** net of ENTRUST levy.

This offer of funding (and any funding subsequently transferred to the Applicant) is subject to the conditions of this Offer Letter and the terms of the attached Funding Agreement.

- a) **ENTRUST approval is obtained for the Project**
Viridor Credits will register your project with the regulator, ENTRUST, for approval. Viridor Credits must obtain ENTRUST approval for all projects receiving funding prior to the project starting. **Expenditure incurred against the Project prior to approval by ENTRUST will not be eligible for funding and may affect the offer of funding.**
- b) **The Applicant accepts the terms of funding by agreeing to the Funding Agreement**
By ticking the “I agree” button, you are formally accepting the offer of funding and will be bound by the terms of the Funding Agreement.

The offer of funding and the terms of the Funding Agreement MUST be accepted within one month of the date of this Offer Letter.

- c) **Contributing Third Party payment of £10,000.00 is received.**
A Contributing Third Party Form is attached to be completed by the designated Contributing Third Party (CTP). All CTP payments must be made by cheque, payable to “**Viridor Waste Management Limited**” and forwarded together with the CTP form to Viridor Credits at the above address. **Please note that the CTP payment DOES NOT form part of the funds for the project and is payable to Viridor Waste Management Ltd.**



d) **Additional conditions of funding imposed by the Steering Group are met**

Further conditions to be noted relate to:

Agreement of the Project and activities to be undertaken

Funds provided by Viridor Credits will only be spent against eligible and approved aspects of the Project as per the Offer Letter, Funding Agreement and ENTRUST registration.

Updates on progress of the Project are received

Viridor Credits must receive quarterly updates on the progress of the Project from the Applicant when requested.

Release of funds

Drawdown of the award must begin within **6 months** of the date of this Offer Letter. Funds must be fully drawn down within **18 months**. After this time, unclaimed funds will be withdrawn.

Viridor Credits will only release funds following the submission of a Project Payment Request form per itemised invoice relating to works agreed and providing **all** conditions have been met.

Disposal of project assets

Viridor Credits must be notified immediately of any intention to sell Viridor Credits funded assets.

Change of use

No change in the use of any, all or part of the Project can be made without the **prior written consent** of Viridor Credits.

VAT

If you have previously advised that your organisation will be reclaiming VAT, or is exempt from paying VAT on this project, it will not be possible for Viridor Credits to consider additional funding for the VAT element.

The Applicant must not enter into any contract or obligation that incurs expenditure on the Project until ENTRUST approval for the Project activities has been received and advised to the Applicant in writing and the offer of funding and terms of the Funding Agreement have been accepted by the Applicant.

Attached is a copy of the 'Successful Applicant's Pack', which is designed as a guide through the next steps of the funding process.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely

Phil Lettley
Grants Officer

(South West)



Contributing Third Party (CTP) Payment Form

Project Name: Holford & District Village Hall - Phase 2 Refurbishment

Project Ref: 0304

Panel: South West

Funding Approved: £100,000.00

CTP Payment: £10,000.00

Name of person or organisation making Contribution: _____

Address of person or organisation making Contribution:

A cheque made payable to **Viridor Waste Management Ltd** is enclosed in respect of the Contributing Third Party payment for the project detailed above.

Please complete and return this form with the cheque to:

Viridor Credits Environmental Company
First Floor, Aintree House
Blackbrook Park Avenue
Taunton
Somerset
TA1 2PX

I confirm that I/my organisation am/is not an enrolled Environmental Body and that I/it will not derive any unique benefit by contributing to the above project.

I confirm that I am aware that this contribution will be used to lever out monies from the Landfill Communities Fund.

Signed: _____

Print Name: _____

Position: _____

Date: _____

Viridor Credits requires the information requested in this form to proceed with the application. All information provided in support of an application, including personal details, will be held in a database. Viridor Credits complies with strict security procedures in the storage and disclosure of your information. These procedures are in accordance with the principles of the Data Protection Act 1998





Project Payment Request Form

Project Name: Holford & District Village Hall - Phase 2 Refurbishment

Project Ref: 0304

Panel: South West

Amount requested: _____

Name of Supplier/Contractor: _____

Address of Supplier/Contractor: _____

Viridor Credits will not fund reclaimable VAT. If you intend to reclaim any portion of VAT, then all payment requests must be net of VAT.

Payee Name: _____ **Bank Name:** _____

Account Number: _____ **Sort Code:** _____

Your ref: _____

If payment has already been made to the contractor, then please supply a **receipted** invoice and state the name and BACS details of the organisation to be reimbursed above.

To be signed by the Applicant:

I confirm that the work detailed on the invoice(s) has been carried out to my satisfaction and in accordance with the specifications provided in the application.

I confirm that all conditions relating to the release of funds have been met.

Signed: _____ **Print Name:** _____

Position / Organisation: _____ **Date:** _____

