

Mrs. Claire Smith
Swaffham Town Council
Town Hall
4 London St
Swaffham
Norfolk
PE37 7DQ

Tuesday 16 March 2021

Bags of Help Reference Number: 52592

Dear Claire,

Bags of Help - Swaffham Town Council - Exercise Bike for the Rec Gym

Thank you for your application to the Bags of Help programme and I am pleased to tell you that **Swaffham Town Council** have received an award of £1,000.00. We will pay 100% of your award, upon satisfactory completion of due diligence.

We are aware that the focus of your project may change if your original grant request was higher than the £1,000 awarded. It would be great if you could still deliver your original project idea or if you could consider scaling down your original idea, that would be acceptable. However, if you need to refocus your project completely, please note that the award **cannot** be spent on the below list. Please also note, once your project has completed you must submit a Project Completion Report back to us and let us know what the award was spent on. If you do decide to refocus your project from what you applied for in your application, you will need to tell us this in your Project Completion Report as well.

- Work that has already taken place
- Individual allotments plots for personal benefit
- Projects that involve a fee that may be a barrier to participation
- Political donations
- Fundraising activities or challenges
- Running costs and organisation overheads
- Conferences or seminars
- Activities which collect funds for redistribution to other charities or individuals
- Overseas appeals
- Expeditions or overseas travel
- Travel and accommodation costs
- Promotion of a religious or political cause
- Research Projects
- The purchase of land

What you need to do now - Accepting our offer

Before we can pay you your award, you need to agree that you will not spend funds on any of the above and that you will keep a record of spend of the award for a minimum of 12 months. You are also agreeing that you will provide further information about how you spent your award and the outcomes of the award if requested by Groundwork, Tesco or any of our partners. To agree to this condition, you are required to complete this process through a secure web portal for Groundwork UK's Programme Management System 'GIFTS.'

Acceptance of the grant needs to be completed, if you have any outstanding information that is due to be returned to us you will find this detailed below as part of the special conditions of your grant.

Special Conditions:

Before you completed your Bags of Help application, you would have needed to create login details with your email address and a password. You will now need to use those same login details to access the following website - https://www.GrantRequest.co.uk/SID_26?SA=AM (Please copy the above link and then paste it into the address bar in your Internet Browser, as clicking the link might not work for you. Please use Internet Explorer or Mozilla Firefox only. Google Chrome is not compatible with this system.)

This is the email address linked to your online account and which you should use to login - **deputyclerk@swaffhamtowncouncil.gov.uk**. If this email address has changed, please get in touch with us as soon as possible.

If you have forgotten your password, please click on 'Forgot Password' and you will be able to create a new password. As soon as you have done this, you will have access to the relevant forms that need completing by clicking on the grey tab titled "Requirement Form". Here, you will be prompted to provide some additional information and complete the acceptance form and other information to accept the grant offer. Please follow the instructions on the screen. Once you have submitted the forms, you will receive a confirmation email.

You should add the address mail@grantapplication.com to your email account to ensure that you receive future requests and information regarding your award. Please note, if you need to contact us, you should email tescobagsofhelp@groundwork.org.uk

In the 'Requirement Form' section online you will need to complete and submit the following information:

- Accepting the award offer and agreeing to the conditions of this letter.
- Bank Details Information
- Bank Signatories Details

You must complete and submit all forms by **Monday 12th April 2021** or your grant offer may lapse. Please contact us if you need further time to complete the process. Please note, once you have submitted your documents, it may take us up to 20 working days to check your information. We will email you to confirm once your payment has been processed.

By accepting our offer, you accept the terms on which we offer the award, and you enter into a legally enforceable contract with us. You also acknowledge that you have carefully considered this letter and its terms of award and that you fully understand and accept them.

Once you have completed and submitted the forms to our satisfaction, we will pay 100% of your award by BACS. Please be aware that **no payment will be released until we receive the above information from you correctly completed** where appropriate. Please note you have **12 months to spend your award from the date of this offer letter**.

Promoting your project

Thank you to everyone who has helped to promote projects and Bags of Help so far. Please follow the link provided below for guidance on how you can promote your project and how any associated PR activity will be carried out. In the meantime, you may be contacted by Beattie or Groundwork/Greenspace Scotland to get involved in further PR opportunities to promote your project.

You can find communications guidance and associated press release (announcing results) templates by following the link below. This will help you to promote your project online and to your local media.

<https://tescobagsofhelp.org.uk/boh-comms-toolkit-2021/>

Accountable Body/Fundholder

Please see guidance below if you would like us to pay your grant to an Accountable Body instead of paying your group directly.

What does an accountable body do?

An accountable body generally takes responsibility for the legal and financial management of a grant given to a particular project. The accountable body will receive the funding programme, will hold and administer grant funds on behalf of an unincorporated community group or if a group does not have its own bank account, and are **legally responsible** for the proper use and management of those funds.

What is required from an accountable body?

- The accountable body must be solvent and have proven competence and experience in administration and financial management.
- It must be a legal entity
- Must have effective systems of management to deliver projects.
- Be able to monitor project performance.
- Must be incorporated

Who can act as an accountable body?

Any legal entity that meets the above requirements.

For example, these may be:

- Local Authorities
- Parish & Town Councils
- Registered Charities
- CICs
- CIOs

Who cannot act as an accountable body?

An accountable body shouldn't be:

- A Business **not** registered with Companies House

- An **unregistered** charity or community group
- An individual

VAT Status

This payment to you from Groundwork UK is an award. If your organisation is unable to recover VAT, the award is inclusive of VAT incurred on eligible expenditure.

You should seek specialist advice on whether your organisation receiving this award incurs any VAT liability as a result of any goods or services you are supplying to third parties as part of the Bags of Help scheme.

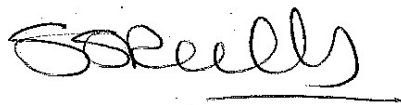
When do you need to get in touch with us?

1. Please note you do not need to inform us how you will spend your award as long as it meets the programme's primary aim of 'benefiting your community' and does not include any of the ineligible expenditure listed above.
2. Once you have spent your award, please log back into your online account and **complete and submit the Project Completion Report** and submit a photograph of any activities or work carried out with your award. Please note, until this is done you cannot reapply.
3. If you are aware of any negative media about your project that may impact on the Bags of Help programme, please contact Tesco at tesco@onlybeattie.com
4. If you wish to decline your offer of grant, please let us know so that funding can be allocated to another good cause in your area.

If you have any queries regarding this letter, please email tescobagsofhelp@groundwork.org.uk

We wish you every success in your project and we look forward to hearing from you shortly.

Yours sincerely



Sarah Reece-Mills
Director of Partnerships & Programmes
Groundwork UK