<<Address block>>

 Folkestone and Hythe District Council

 Civic Centre

 Castle Hill Avenue

 Folkestone

 CT20 2QY

 Phone: 01303 853000

 Email: <<email>>

# <<DATE>> <<ERDF REF>>

Dear

I am pleased to inform you that Folkestone and Hythe District Council **(“the Council”)** as the Accountable Body for the Folkestone Community Works Programme has approved your Grant Application, subject to your entering into the Grant Funding Agreement required by the Council. We are therefore delighted to offer <<name>> **(“the Grant Recipient”)** a Grant of £<<AMOUNT>> **(“the Maximum Sum”)** towards Total project cost as specified in the Grant Application Form for the Project which consists of:

|  |  |
| --- | --- |
|  | **Amount**  |
| **The Maximum Sum =** | **£** |
| **Total Project Cost =**  | **£**  |

This conditional offer letter and the provision of Grant Funding from the Council for up to the Maximum Sum (the quantum of which shall be at the Council’s discretion) are subject to satisfactory Terms and Conditions of a Grant Funding Agreement being entered into between the Grant Recipient and the Council.

This conditional offer letter is also subject to the Council, acting as the Accountable Body for the Folkestone Community Works programme, being satisfied through 1-2-1 discussions and scrutiny, that the Grant Recipient:

* Understands and will adhere to European funding rules and regulations
* Correctly manages a European-funded programme; and
* Enters into the Grant Funding Agreement required by the Council to deliver the project as set out in your project application.

This conditional offer letter will remain open for acknowledgement for 30 days from its date and will automatically lapse if not signed and received by the Project Management Team on or before that date. Please retain a copy of this letter for your records and do not hesitate to contact me should you require further clarification with regards to the above.

Yours sincerely,

**Kate Wilson**

Programme Manager

Folkestone Community Works