



**Directorate for Deputy Chief Executive  
Localities and Strategic Partnerships**

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Stephanie Bennet  
The Ivers Parish Council  
45B High Street  
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Bucks  
SL0 9ND

23 February 2022  
**Ref: PO No. 6590060137**

Dear Stephanie,

**Contribution to The Ivers Parish Council towards Reducing the Environmental Impact of Community Facilities by the Wexham and the Ivers Community Board.**

I am pleased to inform you that on 14 February 2022 the Wexham and the Ivers Community Board allocated £3,330 towards Reducing the Environmental Impact of Community Facilities from its allocated budget.

As the Community Board Budget is devolved from the Buckinghamshire Council budget, I have a responsibility to ensure this financial contribution is monitored and managed appropriately and transparently. As such, please be aware this contribution is made subject to the following terms and conditions:

1. You will be required to acknowledge Buckinghamshire Council's financial support in any publicity, printed or website material and use the council's approved logo.
2. Where the funded scheme is providing an event, activity, or service to/for the community, the organisation must add their service to the [Bucks Online Directory](#) (targeted to adults ages 18+) or the [Buckinghamshire Family Information Service Directory](#) (targeted at parents/carers, parents to be and children and young people from birth to 19, and up to 25 if they have special educational needs or disabilities) and maintain the records accuracy until the activity or service ceases.
3. All quotes from suppliers must be on headed paper, from brochures or websites and must be made available on request. If the project is using external suppliers, we recommend applicants source more than one quote to help achieve and demonstrate best value.
4. If the project requires Planning Permission, Building Regulations or any other form of licence approval, this must be sought before submitting your application.

5. You must be able to provide copies of all receipts and invoices associated with your grant upon request as your project may be audited after completion. It is the applicant's responsibility to keep these receipts for six years following completion of the project.
6. Funds awarded may only be used for the purpose specified in the application; it is the applicant's responsibility to contact the officers if there are any changes to a project awarded a grant by a Community Board.
7. Community Boards will make a significant investment each year into local communities. To ensure investment continues to target the correct projects, we require applicants to complete the agreed project evaluation process. Failure to do so will prevent you from being eligible to apply for a further grant in the future and Buckinghamshire Council may request that funding is returned.
8. A funding payment schedule will be agreed at the time of the grant being awarded, normally on completion of the project. Payments may also be made in quarterly, 6 monthly or one-off instalments depending on the project timescales and value of the funding. Unless otherwise agreed, grants must be drawn down within the same financial year as the award based on evidence of spend.
9. If for any reason the applicant is unable to continue with the delivery of the project, there will be no further commitment from Buckinghamshire Council.
10. If the applicant wishes to roll over unspent allocated funds beyond the agreed project delivery period, they must first seek approval by contacting the Community Board Coordinator or council officer.
11. Funding awards of over £10,000 will be subject to a Grant Agreement.
12. For schemes involving young people (as attendees or delivering the scheme) – under 19 (or under 25 with special educational needs) applicants must adhere to safeguarding policy and practice that follows the guidelines identified by the Buckinghamshire Safeguarding Children's Board: <http://www.bucks-lscb.org.uk/>
13. For schemes involving older or vulnerable people (as attendees or delivering the scheme) applicants must adhere to safeguarding policy and practice that follows the guidelines identified by the Buckinghamshire Safeguarding Adults Board: <http://www.buckinghamshirepartnership.gov.uk/safeguarding-adults-board/>

I look forward to receiving the invoice on completion of the scheme accompanied by a statement of expenditure and supporting evidence. Please address the invoice to 'Buckinghamshire Council' quoting reference number **PO No. 6590060137** and send all documentation to [wexiverscb@buckinghamshire.gov.uk](mailto:wexiverscb@buckinghamshire.gov.uk). Funds will be transferred directly into The Ivers Parish Council's bank account via a BACS payment.

The Community Board looks forward to notification of the completion of the project in due course.

Please acknowledge acceptance of this funding offer and associated Terms and Conditions by e-mail or letter within four weeks of the date of this letter. If you have any queries please feel free to contact me.

Yours sincerely

**Alice Williams**

Community Board Coordinator for Wexham and the Ivers