



Mr Jonathan Finnerty
 No. 6 The Crescent
 Rutherford
 Oxfordshire
 OX2 6QY

1st March 2013

Our Ref: 10326762

Dear Mr Finnerty

Re: **Oxford - Aristotle Lane Play Area**

Our Oxfordshire Advisory Panel and the Directors of this Company have now carefully considered your application for funding. I am pleased to inform you that the Board of Directors of WREN have allocated a grant of up to £33748 towards the eligible costs of your project.

This allocation is subject to the following conditions:

1. Your project is successfully registered with the scheme's regulator ENTRUST. WREN will apply for this registration on your behalf, unless otherwise agreed.
2. Your agreement to WREN's terms and conditions for distributing the Landfill Communities Fund money. These will be stated in WREN's formal contract that will be issued to you providing your project is registered by ENTRUST and once all of the information listed below has been provided.
3. The grant offer is open for 12 months from the date of this letter.
4. That the grant is offset towards the following elements:

Project Cost Description	Total Project Cost	Grant Funding
2 no Picnic benches @£1250	£2,500.00	£2,500.00
2 no. Double swings 2.6m high @£1304ea	£4,183.20	£4,182.00
Basket Swing	£3,444.00	£3,444.00
Monkey Bars	£3,426.00	£3,426.00
Project Management & LA Fees including prep of bid	£3,500.00	£0.00
R/mulch Surfacing to above 8.5x4=34m2 @£75	£5,100.00	£5,100.00
R/mulch Surfacing to above 8x6=48 @£75	£3,600.00	£3,600.00
Rm Surfacing to above 4x8.5 = 34 @£75	£2,550.00	£2,550.00
Rm Surfacing to above 7x4=28 @£75	£2,100.00	£2,100.00
See Saw	£1,096.00	£1,096.00
Site works/access paths/reinstatement/turfing	£5,750.00	£5,750.00
Trees (see order attached)	£296.25	£0.00
Total(s)	£37,545.45	£33,748.00

www.wren.org.uk

Waste Recycling Environmental Ltd.
 WREN House, Manor Farm, Bridgham, Norfolk NR16 2RX
 Tel 01953 717165 Fax 01953 718202 Email wren@wren.org.uk



In order for WREN to be able to issue your project with a contract we require the following additional information:

Tender process summary. You should include at least three quotations for each element of the project that WREN is funding and a full cost breakdown for your chosen contractor. The WREN funded elements should be clearly distinguishable.

Once confirmed with your contractor, details of when the project will start on site and when you expect it to be completed.

Confirmation on whether you require the grant to be paid directly to the contractor or whether you will be paying the contractor and seeking reimbursement from WREN. We will also require bank details for the payee (sort code, account number, name of bank and branch address).

Confirmation of the proposed number of claims you will be making from WREN for your grant and an estimate as to when these claims will be expected - please note that advance payments are not permitted.

An email address for the appropriate person/department/organisation you would like to receive our remittance advice. This service is new and will let you know when we have approved a claim and sent it to your account by BACS.

Confirmation of the name of the authorised signatory of the WREN contract and an address to send the contract to.

Conditions of the grant:

The Advisory Panel have requested that the children have a say in what play equipment is installed. It was agreed that it seems as though the equipment has been 'hand-picked' by Groundwork and that a new playground plan should be drawn up using the pictures and letters received by the children.

As discussed and agreed with Jamie Murray from Groundwork before Christmas, the applying organisation of the project must be changed to the City Council due to some recent changes in legislation. No money can pass between Wren and Groundwork as both are registered Environmental Bodies. This means that the Contract and Grant Claim Forms will have to be signed by a representative of the City Council. Joe Newby emailed Jamie Murray on the 7th of January asking for this to be arranged.

If you are able to forward or upload any of the above paperwork at this stage please do so. Otherwise please let us know when you anticipate the information will be made available to WREN.

Please note you must not change the scope or delivery of your project without written permission from WREN. If you need to change any aspect of your project, at any time, please contact your WREN Grant Manager who will be able to advise you further. Failure to inform WREN of any changes to your project may result in your funding being withdrawn.

It is very important that you do not start work on your project or make/authorise any payments relating to your project until you have indicated your agreement to WREN's terms and conditions by signing and returning our contract. Failure to act in accordance with this letter will result in this allocation being withdrawn.

You are encouraged to publicise WREN's funding award and it would be great if you could tell the local media about it! Please contact your Grant Manager for help and advice on how to correctly reference WREN and its donor landfill operator (FCC) or any other information you may require.

If you have any queries regarding the content of this letter or would like to discuss any project related queries please contact myself or the Grant Manager.

Yours sincerely

S. Shaen-Carter

Sadie Shaen-Carter

Grant Administrator

01953 714110

