

Guy Selfe
London Borough of Havering
Culture, Leisure, Heritage and Libraries
Langtons Stableblock
Billet Lane
Hornchurch
RM11 1XJ



18 February 2025
(by email only)

Ref: G-233240

London Borough of Havering Council: Brittons Playing Field Hub Project

Dear Guy

I am pleased to advise you that the Foundation has agreed to offer you a Grant of 60% of the project cost of £337,888 subject to a maximum payment of £202,733 to assist London Borough of Havering Council ("Organisation") towards the cost of the upfront fees and surveys associated for completing RIBA Stages of Work 1-3 for the proposed Hub at Brittons Playing Field ("the "Project").

The Grant is subject to the terms of this letter and in particular the following specific conditions:

Specific conditions

- That any fees for pre-application consultancy are only expended following written agreement from the Foundation.
- That the information provided by the consultants is used to submit the main application to the Football Foundation towards the Project within the timescales agreed.
- That evidence is provided for the bank account that the grant will be paid into before any funds are released. This must be in the form of a copy of a bank statement or paying-in slip.

Please note that this support in no way guarantees that the main application for funding will be successful. The main application still must be scrutinised through the usual stringent Foundation panel process, and therefore no building work should take place before a formal decision has been received on the main application.

Furthermore, should the applicant decide that they no longer wish to proceed with the submission of their application, other than in the event of circumstances beyond their control, the Foundation reserves the right to request the repayment of the upfront fees in full.

Payment of the grant

On receipt of appropriately completed claim forms (available from our website) and relevant supporting documents, the Foundation will pay claims at the same percentage rate that the Grant bears to the Project cost.

Payments of Grant will only be paid into an ordinary business bank account in the name of the Organisation or if agreed by the Foundation, the appointed consultant(s). Payments will be made by Bankers Automated Clearing Services (BACS) directly into the bank account.

No Grant will be paid until the Foundation is satisfied (acting reasonably) that such payment will be in relation to proper expenditure for the Project. The Organisation must promptly repay the Foundation any Grant incorrectly paid to it as a result of any administrative error.

If at any time the total expenditure for the Project exceeds the estimated amount stated in the Grant Offer Letter, there will be no corresponding increase in the Grant.

The Foundation also reserves the right, if the final total allowable expenditure is less than the estimated expenditure to review the amount of the Grant and, where it considers appropriate, to reduce the Grant payable or to demand a refund of part of the Grant. The amount of such reduction or refund shall be determined by the Foundation at its discretion but shall not exceed the amount of the under-spend.

Note that no Grant will be payable if you do not provide evidence of expenditure such as copy invoices and evidence of the consultancy work undertaken.

Acceptance

The Organisation has four weeks from the date of this letter ("the Grant Offer Letter) to accept the terms and requirements of this Grant. If the Organisation does not accept the terms and requirements of this Grant within two weeks from the date of this letter, the offer will lapse unless reasons are given for the delay, which are accepted by the Foundation.

If you wish to accept this Grant offer please return one copy of the attached form of acceptance, duly signed and dated by two authorised signatories to me. You should retain the other copy, which, together with this Grant Offer Letter, will constitute a grant agreement between the Football Foundation and the Organisation.

Please ensure that you are familiar with the Football Foundation's Privacy and Data Protection statement which explains how information about you will be processed and stored. By applying for a grant from the Football Foundation you are agreeing to us being able to record and process relevant information about you. A link to the statement can be found here: <http://www.footballfoundation.org.uk/privacy-statement>.

I trust that this information is clear, but should you wish to discuss any aspect, then please do not hesitate to contact Will Wallace on 07548 238 714 or via will.wallace@footballfoundation.org.uk or Ross Andrew on 07513 711 663 or via ross.andrew@footballfoundation.org.uk.

Yours sincerely



Dean Potter

Director of Grant Management

ACCEPTANCE OF GRANT FOR UPFRONT FEES

**LONDON BOROUGH OF HAVERING COUNCIL: PROJECT DEVELOPMENT COSTS
FOR BRITTONS PLAYHING FIELD HUB**

First signature:

I am pleased to accept the Grant offer on the terms of the Grant Offer Letter. I am empowered to sign this acceptance form on behalf of the Organisation.

Name (BLOCK CAPITALS)

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Position

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Signature

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Date

.....

Second signature:

I am pleased to accept the Grant offer on the terms of the Grant Offer Letter. I am empowered to sign this acceptance form on behalf of the Organisation.

Name (BLOCK CAPITALS)

.....

Position

.....

Signature

.....

Date

.....

I have enclosed proof of the bank account that the grant will be paid into (a copy of the bank statement or paying-in slip)

Grant Ref: G-232340

London Borough Havering Council