**Our Reference: XX.A/01/5**

**Contact Details**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Address |  |
| Contact Telephone(s) |  |
| email address |  |

**Project Details**

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| **Project Scope (Brief) – Additional information as attachment.*****NB It is important that the estimated date the funds will be required is stated, as it could influence the offer of a grant. Please return saved application as ‘Word’ document.*** |

|  |  |
| --- | --- |
| Estimated Project Costs (Including VAT) |  |
| Grant Amount Requested |  |

***Please note item 6 of our ‘Basis for Offer’ overleaf***

**BASIS FOR OFFER OF GRANTS**

***Any grant offer will be subject to the conditions of Droitwich Preservation Trust.***

1. The project must be for the preservation and or restoration of historic buildings and other amenities, accessible to the public, situated within the county of Worcestershire.
2. Details of the total project costs, together with a breakdown of the funding currently available and details of further fundraising plans must be submitted as part of the application.
3. Any offer of a grant is subject to match funding and will be limited to a *maximum* of £10,000. The availability of grants and the level of support may be limited due to the general demand at the time of consideration. All grants are determined entirely at the discretion of the trustees.
4. Grants are paid on production of an invoice, following the successful completion of a contract that had previously been agreed by the Trust.

Trustees may request a copy of the draft contract relating to the works, together with details of the tender process to be followed**,** project supervision and the process by which payment will be certified.

1. It is a requirement that any grant offer is taken up within **one year** from the date it is made by the Trust.
2. The Trustees may require applicants to enable the production of “before and after” photographs of the project, and consent to these being displayed either online on in printed material.
3. Acceptance of a grant signifies that you agree to abide by all our terms and conditions.

**Any offer made will be confirmed in writing and signed by the Chairman or Hon. Sec.**

***Charles M. Murray*** *(*Hon. Secretary) .....................................................................................................