

Nicola King  
William King Educational Trust  
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Swansea  
SA4 3ET

Our Ref : 229 William King  
Educational Trust

Tel : 01793 505780

Date : 16<sup>th</sup> December 2011

Dear Nicola

### **Openwork Foundation Grant Applications - 2011**

Further to your application for a grant I am delighted to say that we are able to allocate you a grant of £10,000.00 to be used towards the construction of the second storey floor of the School.

I attach a copy of our **guidelines for grant payments**, which gives details of the information we will require before payment can be made. We will also be happy to provide you with a copy of our logo for any potential branding.

We are pleased to be able to play a part in the most valuable work that you are doing and I look forward to the successful completion of this application.

If you have any queries please do not hesitate to contact me.

Kind regards

**Sam Tesch**  
**Openwork Foundation Manager**

**Cc Simon Goddard**

## **The Openwork Foundation**

### **Guidelines for Grant Payments**

- Your grant can only be paid on receipt of substantiation from an independent source that costs have been or are about to be incurred.
- An independent source is a third party, outside of your organisation. Depending on the nature of your grant this might be a copy of:
  - An invoice or pro-forma invoice
  - A cost quotation
  - An Architect's Certificate or Interim Certificate
- Cheques can only be made payable to your organisation as per the details of the payee on the Grant Application Form. We cannot pay your suppliers direct.
- If our grant is for part payment of a project any shortfall will need to be in place before we can release our funding.
- If possible we prefer to make a single payment for the total amount of your grant. With prior agreement, under certain circumstances your grant can be split into a maximum of two-part payments.
- Once we have received your request for payment, it usually takes a maximum of 14 working days for us to issue a cheque and return it to you. At this stage, if appropriate we would like to consider potential PR opportunities for both organisations. Additionally our logo can be forwarded to you for any branding requirements.

If you have any questions please contact Sam Tesch on 01793 505780 or e-mail to [sam.tesch@zct.org.uk](mailto:sam.tesch@zct.org.uk).