

Date as postmark

**APPENDIX 1**

Dear Sir / Madam

**Central Dudley Area Committee – Capital Allocations 2006 / 2007**

The Central Dudley Area Committee proposes, for the financial year 2006 / 2007, to award capital allocations to organizations that meet the stated criteria, as may be determined by decision of Committee.

If you wish to submit an application for a capital allocation, please use the application form enclosed. A copy of the criteria for the award of capital grants is also enclosed.

When the form is completed, please return it to me at the address below and mark it for my attention i.e.

***John Boyle, Directorate of Adults, Housing and Community Services,  
Ednam House, St James's Road, Dudley, West Midlands, DY1 3JJ.***

Your application will be submitted to the next available meeting of the Capital Allocations Working Group.

**All sections** of the form should be completed as fully as possible.

In particular, we would emphasize the importance of the following points:

**1. Contact Names (Section 2):**

**Three** names, addresses and contact numbers must be provided and they should be the key officers of the organization i.e. Chairperson, Secretary and Treasurer or the equivalent posts.

**2. Membership (Section 12):**

The total membership of the organization **OR** the numbers helped by the organization, must be provided, particularly those who **reside in the Dudley Borough**.

**3. Payments by Cheque (Section 16):**

Grant Cheques **cannot** be made out to individuals, only to a constituted organisation with a bank account. Therefore the payee name provided to us must be only that of the organization.

4. **Accounts (Section 17):**

The financial regulations followed by all Area Committees, require that a copy of the organization's **most recent and audited accounts** is submitted **together with** the completed application.

These should include **an annual income/expenditure account** and where appropriate a **balance sheet**.

**Unless a current set of satisfactory accounts are received, a capital allocation will not be considered by the Working Group.**

5. **Monitoring and Control Procedures:**

A capital grant payment will not be made until a **certified invoice** is received covering the requested expenditure on the goods or services that is the subject of the grant application.

Expenditure commitments should **not** be entered into until formal notification of the grant award has been received.

If an organization cannot set up formal credit arrangements with the supplier, then there is a possibility that the Council might purchase the goods or services directly on their behalf using the grant award. In that instance, we should be contacted for further discussion.

Since these are capital grants, they can only be used for the purchase of **tangible assets**, such as equipment or vehicles or enhancement of land or buildings.

The Council therefore reserves the right to monitor the grant expenditure by **personal inspection** of these tangible assets, as may be deemed appropriate. This applies to any grant made of any amount. Where there is substantial expenditure, completion checks may be made before payment of the grant.

If the grant award has **not** been used for the agreed purposes, then the Council will **demand the return** of the funds or assets purchased.

If you have any queries about your application, please contact me:

1. By telephone – (01384) 815132 or (01384) 816955  
A message can be left on my voice-mail if necessary.
2. By letter to the above address.
3. By fax on 01384 815865 (please ensure that it marked for my attention)
4. By email on: [john.boyle@dudley.gov.uk](mailto:john.boyle@dudley.gov.uk)

Yours faithfully

John Boyle  
Principal Project Officer – Policy Team