



Public Hall
216 Main Street
Billinge
WN5 7PE

Communities Department
Town Hall
Victoria Square
St.Helens
Merseyside
WA10 1HF

Contact: Tanya Wilcock

tanyawilcock@sthelens.gov.uk
Our ref:
Your ref:

Date: 19th December 2025

Dear

Grant Offer – Community Library Grant Scheme

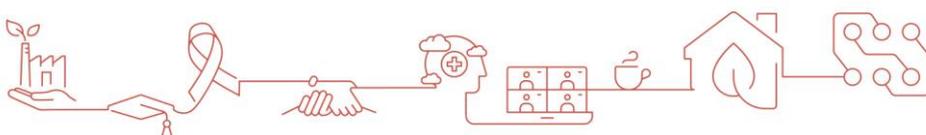
Following your recent application to the above fund I am delighted to advise that your application has been successful, and the Council are able to offer you a Grant for the Project outlined below.

The Grant is subject to the terms of this Offer Letter, the attached terms and conditions and the information contained within your application for funding. As your application includes the provision of an IT offer, our Senior Library Officer, Pauline Glover will contact you again in the New Year to discuss what support we can offer to ensure you have appropriate procedures in place for residents when accessing online services.

Project:	Billinge Parish Council
Funding Body:	St Helens Borough Council
Commencement Date:	On receipt of signed acceptance of Offer Letter
End of Grant/Commission Date:	Delivered by the end of September 2026. Any extension beyond this date should be requested and approved by St Helens Borough Council.
Grant Amount:	£5000 in accordance with the Terms and Conditions as outlined in this Offer Letter & in the attached T&C's
Payment Terms:	80% of the grant will be awarded following the return of the signed grant offer letter to St Helens Borough Council and a satisfactory invoice. The remainder of the grant will be awarded on completion of the activity and following production of receipts as appropriate.
Insurance Requirements (if any):	See terms and conditions
Other Requirements (if any):	

This Offer Letter and the attached T&C's are intended to create legally binding obligations and release of funding for the Project is conditional upon your acceptance of it. You should read the T&C's carefully.

If you have any questions regarding the award of this grant (especially if we have stipulated 'Other Requirements') please contact paulineglover@sthelens.gov.uk



If you wish to accept the Grant, please print, sign, scan and return a copy of this offer letter and your first invoice for £80% via email to natashapainter@sthelens.gov.uk.

All grant recipients need to acknowledge that the grant is thanks to St Helens Borough Council and include their logo on any materials produced.

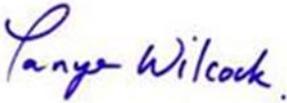
If you would prefer this letter to be sent to you, please email Natasha Painter - Kaye with the relevant address and she will send a copy in the post.

Please follow these instructions when submitting your invoice:

- Submit your invoice as a PDF (Word docs are not accepted).
- Include a numerical invoice number.
- Include an invoice date.
- Include your name and/or business name.
- Include an address for yourself and the council.
- Include a description of services provided,
- Include your invoice amount in £00.00 format.
- Include your banking details with bank account name.

The offer will remain valid for 14 days from the date of this Offer Letter.

Yours sincerely,



Tanya Wilcock
Director of Communities

ACCEPTANCE OF GRANT/COMMISSION

[Recipient Name] agrees to be bound by the content of this Offer Letter and the Terms & Conditions attached to it and/or referred to in it.

Signature:

Name:

Date:

Appendix

We would particularly like to draw your attention to the following clauses which will ensure that St Helens Borough Council is able to provide the relevant evidence to its funder UK Shared Prosperity Fund:

1. Where the Recipient is not registered for VAT and therefore not able to recover the VAT, the request for grant funding will be paid gross of VAT if requested at the time of application. The Recipient must provide evidence of their non-VAT status.

5.1 The Recipient shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant.

2. The Recipient shall keep all invoices, receipts, and accounts, and any other relevant documents, relating to the expenditure of the Grant for a period of at least six years following the day on which the final Grant payment is made. The Council shall have the right to review, at the Council's reasonable request, the Recipient's records that relate to the expenditure of the Grant.
3. The Recipient shall on request provide the Council with such information, explanations and documents as the Council may reasonably require in order for it to establish that the Grant has been used properly in accordance with these Terms and Conditions and to enable the Council to report as required to the funding body.

7.1 The Recipient shall acknowledge St Helens Council as the Funding Body as the source of funding in all publicity materials relating to the Project and shall act in accordance with all reasonable branding guidelines issued by the Council from time to time.

NB: In relation to 5.1 and 7.1 above, you will be provided with monitoring forms to ensure you collect all relevant data and the correct logos. These will be provided to you via your named contact person at St Helens Borough Council.