

Sue Bruce
Chief Executive
Aberdeen City Council
Town House
Broad Street
ABERDEEN
AB10 1FY



31 March 2009

Dear Mrs Bruce

GRANT OFFER TO ABERDEEN CITY COUNCIL FOR CYCLING, WALKING AND SAFER STREETS PROJECTS FOR FINANCIAL YEAR 2009-10

1. The Scottish Ministers in exercise of their powers under Section 70 of the Transport (Scotland) Act 2001 hereby offer to give to Aberdeen City Council (“the Grantee”) a grant of up to £365,000 STERLING, payable over financial year 2009/10.
2. This offer of grant is subject to the terms and conditions set out in the Schedule attached to this letter and remain consistent with previous years.
3. This offer of grant remains open for acceptance until 30 April 2009. If you wish to accept the offer of grant on the conditions specified in the Schedule you should sign and date the acceptance form at the end of this letter and Schedule, retain a copy for your own records and **return this original offer of grant and Schedule** to me at the above address.

Yours sincerely

Gary Mitchell
Sustainable Transport Team

Acceptance of Offer of Grant (CWSS 2009-10)

We accept the foregoing offer of Grant dated 31 March 2009 and that on the terms and conditions contained therein and in the Schedule annexed hereto.

..... Signature of Head of Roads (or equivalent) **or** Signature of Head of Finance

..... Full Name

..... Place

..... Date

..... Witness Signature

..... Full Name

..... Place

..... Date



THE SCHEDULE

CONDITIONS OF GRANT

- The Offer of Grant referred to in the attached letter shall be subject to the following conditions.

Interpretation

- In this Schedule and in the foregoing letter -
“**the Council**” means the grant recipient local authority
“**financial year**” means 1 April to 31 March the following year;
“**grant**” means the grant offered to the Council in accordance with the foregoing letter and the provisions of this Schedule;

Purpose

- The grant shall be used only for the purpose of undertaking a programme of works for local cycling, walking and safer streets projects.

Payment

- Grant shall be payable only in respect of the financial year 2009-10, any obligation for payment of grant terminating on 31 March 2010 and nothing in this offer shall be taken to oblige the Scottish Ministers to pay grant to the Council beyond that date.
- The Council shall forthwith inform the Scottish Ministers in writing of any of the following:-
 - (a) any material change in works or services proposed to the Scottish Ministers under the terms of this grant; or
 - (b) failure to proceed with works or services, or the termination of works or services.
- If, at any time, it appears to the Scottish Ministers that:-
 - (a) any of the events specified in condition 5 has occurred (whether or not notified to the Scottish Ministers in terms of that condition); or
 - (b) the Council has failed to comply with any of the conditions of this offer; or
 - (c) any information given by the Council is false in a material particular:

any obligation upon the Scottish Ministers to pay grant in accordance with this offer shall terminate immediately and the Scottish Ministers shall forthwith notify the Council of that and may, at the same time, require repayment of all or such part as they may specify of any grant already paid to the Council under this offer and on such a requirement being made the Council shall be bound to make repayment of such sum within a period of one month.

- The Scottish Ministers shall not be bound to pay to the Council any sum by way of grant in excess of the amount specified in this offer.
- The grant of (“grant money”) will be paid on a quarterly basis, or such other basis as agreed between the Council and Scottish Ministers, within 30 days of receipt of a claim from the Council in respect of works or services commissioned under paragraph 3 above.
- The Council shall supply to Scottish Ministers such information as may be required by them for the purposes of determining the payment of grant money.
- The Council shall identify the income and expenditure relating to this project in a discrete area or cost centre of its accounting system.

Repayment

11. Where:
- (a) grant paid to the Council exceeds the amount payable in accordance with the conditions in this Schedule and the foregoing letter; or
 - (b) any grant is not used in accordance with this grant;

the Council shall repay to the Scottish Ministers such amount as is notified in writing by the Scottish Ministers to the Council.

Audit Certificate

12. The Council shall by 30 June in the financial year following receipt of any grant submit to the Scottish Ministers a statement of compliance with the grant conditions signed by the head of internal audit.

CWSS ALLOCATION	2009-10
Local Authority	£000's
Aberdeen City	365
Aberdeenshire	412
Angus	191
Argyll & Bute	163
Clackmannanshire	86
Dumfries & Galloway	262
Dundee City	249
East Ayrshire	212
East Dunbartonshire	191
East Lothian	170
East Renfrewshire	165
Edinburgh, city of	818
Eilean Siar	45
Falkirk	267
Fife	639
Glasgow City	1021
Highland	374
Inverclyde	146
Midlothian	149
Moray	154
North Ayrshire	241
North Lanarkshire	579
Orkney	34
Perth & Kinross	247
Renfrewshire	304
Scottish Borders	196
Shetland	40
South Ayrshire	199
South Lanarkshire	544
Stirling	160
West Dunbartonshire	164
West Lothian	303
Total	9,090,000

PART C - Certification by Local Authority Internal Auditor (CWSS Grant 2009-10)

I/We have examined the accounts and records of _____ and have obtained such explanations and carried out such tests as I/We considered necessary. On the basis of my/our understanding, and of the explanations given to me/us, I/We are satisfied that, subject to the reservations set out in my/our letter of _____ the entries on this claim form are fairly stated, the sums claimed are properly due and funds have been used for the intended purposes in accordance with the terms and conditions under which the claim for grant is made.

Signed: _____

Name: _____

Position: _____ (Head of Internal Audit or Equivalent)

Date: _____

Notes

- 1 The total must add up to the total expenditure on the project in the period claimed for.
- 2 This claim must be prepared at the end of each financial year and passed to your Internal Auditor for certification.
- 3 Audited Certification is required to be submitted to the Scottish Executive by 30 June following the end of each financial year to:

Gary Mitchell
Scottish Government Transport Directorate
Area 2-D North
Victoria Quay
Edinburgh
EH6 6QQ

4. In the event that several claims are made in the course of the financial year only one Audited Certification is required to be submitted covering all claims concerning this grant (i.e. no need to prepare an audited certification for each claim).