

Mr Richard Road,
Business and Employment Development
Manager,
Dorset County Council,
County Hall,
Colliton Park,
Dorchester,
DT1 1XJ



Office address:
Maple House
149 Tottenham Court Rd
London
W1T 7BN

6th March 2012

Dear Richard

2011-15 Traveller Pitch Funding

Further to Fiona MacGregor's letter of 5th January 2012 advising you of your funding allocation under the Traveller Pitch Funding programme, this letter provides details of the next stages that must be completed in order to be able to draw down this funding.

A breakdown of your allocation is provided below:

HCA Operating Area	Scheme/offer name	Number of new /additional units	Number of refurbished units	Funding allocation
South and South West	Dorset	25	0	£1,750,000
Total		25	0	£1,750,000

Investment Partner qualification

As outlined in the Affordable Homes Framework, organisations delivering programmes through the Affordable Homes Programme 2011-2015 as the lead partner must be qualified as HCA Investment Partners. Details of how to apply, guidance and the application form itself are available on the HCA [website](#). Whilst we hope that providers do not find this process overly burdensome, there is assistance available for providers to help with the completion of this application from our Qualification team, who can be contacted at the following email address: completed.pqqforms@hca.gsx.gov.uk.

Access to our Investment Management System (IMS)

All grant payments for the Affordable Homes Programmes are made using the Agency's Investment Management System (IMS). Lead partners are required to input details of their allocations into this system in order to claim grant. In order to gain access to IMS you will need to complete the attached paperwork and submit it to our Systems Team. Assistance in

this registration process is available from the IMS Help desk team via the HCA Service Desk on 01908 353 604.

Guidance on inputting the details of your allocations into IMS is on the HCA [website](#).

Completion of a signed grant agreement

Prior to any funding being drawn down all Partners are required to enter into a Framework Delivery Agreement (contract) with the HCA covering the funding conditions of the Traveller Pitch Funding Programme. Your designated HCA Contract Manager will contact you shortly with further details of this process.

Please note that all of the above stages must have been successfully completed before you will be able to claim funding from the HCA.

Should you have any queries regarding this letter please contact your relevant HCA Contract Manager.

Yours sincerely



Caroline Cormack
Team Leader - Programme and Policy, Affordable Housing