Dear Marton

Dear Mr Ali and Mr Rajak,

 Thank you for supplying the invoices, receipts and the spreadsheet listing the costs for your ‘The Commonwealth Games Celebration – involving BME communities!’ project. I received the information on 21 April.

You may recall that in our Conditional Grant Offer Letter of 25 January 2014, we offered you a grant of £10,000 for the following items/activities -

1.    Venue hire (£1,000)

2.    Artist fees including

a.    Singer (£600)

b.    Musician (£500)

c.    Dance group (£900)

3.    Volunteer expenses (£1,000)

4.    Flyer design and printing (£200)

5.    Newspaper ads (£600)

6.    Advertisement on local radio (£200)

7.    DJ hire (£600)

8.    Decorations (£500)

9.    Video recording of event and editing (£1,000)

10.  Photography (£400)

11.  Refreshments for participants (£2,000).

I have a number of issues and questions about the project expenditure which I would be grateful if you would explain and/or clarify:-

         The expenditure figures in the table on page 1 of your End of Grant report (copy attached for convenience) do not match the those in the table in which you listed the invoices and expense details.  The actual total costs (in column B) and the amounts of the Celebrate grant (in column C) spent on the items listed/items in the table in your End of Grant report have been copied from the figures that were listed in Part One of the End of Grant report (and listed above).  The figures in the End of Grant report **should reflect the actual amounts spent.** Please ensure that the figures in the report are corrected.

         According to your spreadsheet, none of our grant was used to contribute to the **volunteers’ expenses**.  As we gave you £1,000 towards these costs, please explain why the grant wasn’t used for this purpose.

As discussed, volunteers didn’t claim their expenses

         I cannot find any information to show that our grant was used for **artist fees, musicians or a dance group** for the event as there were no receipts or invoices as evidence to support these costs.  Were there artists, musicians and dance groups at the event? If not, please explain the reasons for this.  We had expected that they would be a critical part of the project.

 They been participated but with consent of group, money was given to the celebrity charity organisation

         Your spreadsheet states that £2,000 of the Celebrate grant was used to part fund a cricketer, (Saeed Ajmal) as **a guest for the day**.  This was **not** included in your award.  Was our grant actually used to part-fund his costs?  If so, we will need you toasxplain the reasons for this.

 As discussed, musicians and dance group cost transfer to celebrity for his sports club where more then 100 players from deprived communities get training. This celebrity participate leads to increase community participation form 500 people to 5000 people

         Your spreadsheet states that £2,000 of the Celebrate grant was used to pay for **shirts and kits for players**.  Is this correct? If so, please explain the reasons for this  because sports clothing was **not** included in your award.  Who benefitted from this clothing and kit? Has the clothing/ kit been retained by the Ucare Foundation, or has it been kept by the players?

 As discussed, programme been changed and money been paid for purchasing of shirts and kits and these shirts will be used for future sport games

         Your spreadsheet stated that you used the grant to buy **Trophies and medals** for the T20 winner and runner up (£320.45), for the Badminton cup (£39.35), for the indoor cricket (£95.15) and for a shield for Saeed Ajmal (£74.50).  These items were **not** included in your award. Please explain why our grant was used for these items.

 As discussed, we had announced some special prizes for the players to motivate in participation of sports. To increase player participation in the event we had also announced some prizes which indeed helped out to bring more and more players to participant in the sports activities

         Please confirm who **Gregg Handy** is and why £200 of our grant was used to pay for his expenses.

 This was travel expenses for the player Gregg Handy who had come along from London specially to participate this commonwealth celebration event

         Your spreadsheet states that our grant was used to pay for **pony hire** (£250) and a **bouncy castle** for children (£200).  As these items were **not** included in your award, please explain why our grant was used to pay for them.

 As discussed, to attract the families, we hired pony and bouncy castle for entertainments of their kids due to this arrangement wider community had showed great interest and also actively participated.

         Your spreadsheet shows that our grant was used to hire **3 marquees** (£252) and **100 chairs and tables** (£139.20). These costs were **not** part of your award and I would appreciate an explanation for why our grant was used to meet them.

 As discussed, project activities been changed and for setting arrangement of cricket match audience and family stalls, we had hired 3 marquees and 100 chairs and tables

         One hundred **volunteer and entry pass lanyards** at £196 were paid for with our grant. As these were **not** included in your award please explain why our grant was used to pay for them.

As explained, for volunteers’ identification we have printed their ID card.

Please note that we may have to ask for the grant monies spent on items/activities that were not part of your conditional grant offer to be returned to us.

         We awarded you £200 for ‘flyer design and printing’.  However, the total amount spent on branding and printing was £1,694.00 (as per the ‘To Print Ltd’ invoice). I would be grateful if you would explain the reasons why the amount spent was so much more than we awarded for project publicity.

As explained, due to changing in pland , we were required to advertise and promote the project in wider community across the Glasgow. For project promotion and advertisement money been spent more than actually budget. Therefore, project advertisement and promotion helped out to convey the message in the wider community.

I would appreciate it if you would provide a detailed response by **Friday 8 May 2015.**

Thank you for your assistance and co-operation.

Kind regards,

Gordon

On another note, this year we want to help you share your project’s great work with as many people as possible. One of the ways we can do that is through social media, so if your organisation is on Facebook, Twitter or any other social media channels please let us know and we can make sure we’re sharing your updates. To help us please email any social media links your organsiation has, that could be your Facebook page name, @Twitter handle or other social media address (blog/pinterest...) and we can do the rest.

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