### Annual Allocation Letter



Ms Jane Doe

Director, Capital Programme

Organisation X

Address

10th January 20XX

**Re: 20XX Capital Funding Programme**

Dear Jane,

Further to discussions held between the Authority and Organisation X, I attach details of the various funding allocations to Organisation X for 20XX under the Authority’s capital programme in the attached table.

The total allocation to Organisation X under this capital programme is €1 million.

Details of the individual projects to be funded and the related allocation amounts are attached.

The following sections set out a number of conditions applicable to these funding allocations.

**1. Project Approval Guidelines**

As the funding and Approving Authority in relation to these projects, the NTA requires that these projects are delivered in accordance with the NTA Project Approval Guidelines dated December 20XX. These procedures are intended to assist both the delivery agency and the NTA to secure effective delivery of quality projects to an agreed scope, timeline and budget. It is particularly important in the current economic environment that we ensure, and can demonstrate, that projects are well managed and deliver value for money.

Accordingly, release of funding for a project will be contingent upon that project adhering to the requirements set out in the above guidelines. It is important, therefore, that the relevant personnel in your organisation are aware of the need to apply those guidelines fully in order to ensure reimbursement of relevant costs.

**2. Approvals related to Planning Process and Construction**

The deliverables required under the Project Management Guidelines must be submitted to the NTA in advance of approval being sought for any Approval Point as set out in those Guidelines. Those Approval Points include the requirement to obtain NTA agreement prior to initiating any planning consent process in relation to any NTA funded project, and the requirement for prior agreement of the NTA to the commencement of the tendering process and the final construction contract award. In the event of failure to obtain these prior approvals, the NTA may review its agreement to fund the project, up to and including immediate withdrawal of NTA funding support.

**3. Exchequer Funding Requirement**

Circular 13/2014 “Management and Accountability for Grants from Exchequer Funds” from the Department of Public Expenditure and Reform, imposes certain obligations on grantees of Exchequer funding. It is a condition of NTA funding that the requirements of Circular No. 13/2014 are fully complied with (The circular is located at <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>).

**4. Eligibility Guidelines**

Funding of these projects is also subject to the NTA’s Eligibility Guidelines. A copy of the Guidelines is available on the NTA’s website at https://www.nationaltransport.ie/projects-schemes/transport-projects/. Please be aware that prior written agreement is required from the NTA for the cost of certain staff to be charged against projects funded by the NTA.

**5.** **Project Reporting and Expenditure Management**

As set out in the Project Management Guidelines, the NTA requires a monthly report to be submitted by your organisation in respect of the funded projects, covering progress, expenditure, timelines, and significant issues. This monthly report is required at least two days in advance of the scheduled regular meeting (see below).

**6.** **Regular Meeting**

A regular meeting will be held with your staff to discuss the monthly report, review progress and to address any issues that have arisen on the NTA funded schemes; dates for these meetings will be agreed with your staff. The meeting will also deal specifically with contractual variations issued, and expenditure claimed in the previous month.

**7.** **Publicity and Dissemination**

All publicity, public consultation, press releases and other public dissemination related to these projects need to refer directly to the NTA’s funding. The specific prior requirements for signage, logos, etc. should be discussed with the NTA at the monthly meetings, before engaging in publicity. No press releases should be issued or publicity/commemorative events held in relation to NTA funded schemes without the detail of such press release or publicity/commemorative event being agreed in advance with the NTA.

**8.** **Contacts**

The principal contacts in relation to this programme within the NTA are X, Y and Z. Please contact them in relation to any assistance required or any issues arising.

**9.** **Next Steps**

Please note, payment of grant claims in relation to individual projects is subject to completion of NTA Project Grant Application Forms (in the case of new projects) or NTA Project Funding Continuance Forms (in the case of existing projects) before any payments can be made along with adherence to any conditions attached therein. Any outstanding forms should be provided as soon as possible.

**You are also requested to complete and return the attached “Grant Allocation Confirmation Form”. This confirmation requirement arose from an Audit recommendation and no payment can be made in respect of any project without the return of that completed form.**

Yours sincerely,

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Hugh Creegan,

Director of Transport Planning and Investment.