



Had they been specifically requested it is likely they would be exempt under section 40 of the FOIA relating to Data Protection.

You also requested guidance notes for the application and end of grant reporting processes. These are attached with no FOIA exemptions having been applied.

If you have any further queries regarding the FOIA please contact myself at the address below. Your reference is: **E/165/2108/4**. It would be helpful if you could quote this reference in any future correspondence.

If you are unhappy with the level of service you have received in relation to your request, you may ask for an internal review. If this is the case, contact me and I will arrange for the decision to be reviewed.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Yours sincerely,

A handwritten signature in black ink, appearing to read "Punim Anda".

Punim Anda
Legal & Governance

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