

Our Ref X004/10

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CAPITAL PROGRAMME	
LETTER NO	SEEN BY:
PASSED FOR ACTION TO	
16 MAY 2013	
ACK SENT (DATE):	
REPLY BY	

13 May 2013

Dear Mike

**DEPARTMENT FOR TRANSPORT CYCLE SAFETY FUND – 2013/14**  
**Reference: X004 - Catholic Church Junction**

Thank you for your application for funding under the Department for Transport's Cycle Safety Fund. I am pleased to confirm that we have reserved a sum of £450,000 towards estimated total project costs of £900,000 for the project to improve cycle safety in City Centre, Cambridge.

This grant is eligible towards capital costs incurred in the delivery of the agreed work and within the timescale as detailed in the Memorandum of Understanding (Schedule of Works).

Sustrans support a range of coordinated programmes to encourage and support cycling and walking. Your scheme has been selected because we recognise that it meets the criteria of the Cycle Safety Fund and we will therefore expect the scheme to be delivered in full in accordance with the Memorandum of Understanding.

I enclose two copies of the Memorandum of Understanding for the Cycle Safety Fund and I would be grateful if you could countersign and return one copy. Please note that payment is conditional on fulfilling the terms and conditions as set out in the Memorandum of Understanding (and Schedule of Works).

The grant is payable in arrears, but we can release interim payments as work progresses. I enclose the Claim for Payment form and guidance notes for completing this form and claiming your first payment. Please contact me at [paul.hilton@sustrans.org.uk](mailto:paul.hilton@sustrans.org.uk), Tel. 0117 9150313 if you require any further information regarding the uptake of the fund.

Thank you for your continuing support for Sustrans and the Links to Communities Programme.

Yours sincerely



**Paul Hilton**  
**Senior Project Officer, Links to Communities**

Encs.:

2 x Memorandum of Understanding (both to be signed, one to be returned)

Claim for Payment Form

Claim for Payment Form Guidance Notes

Press, PR and Marketing Protocol for Sustrans

(Technical Checklist available electronically on request)

Cc. Nigel Bringham - Sustrans, Regional Director  
Rohan Wilson - Sustrans, Project Manager