

[_____, 20__]

[Name]
[Address]

Re: Grant Agreement

Grant #xxxx-xxxx

Dear [Grantee]:

I am delighted to confirm that [Client] ("Client," "we," or "us") will make a grant of \$[_____] ("Grant") to you on the basis described in this letter. We are thrilled to support your work, and we hope that our Grant contributes to your success.

These are the terms of our Grant to you:

1. **Grant Purpose and Use of Funds.** We are funding the Project described in your proposal dated [_____, 20__] ("Project"). The Grant is for the amount of \$[_____]. You will use the funds from our Grant only for the purpose set out in your proposal.
2. **Payment and Repayment.** Our payment of Grant funds is conditioned upon compliance by you with this Agreement. We will send you a check for the full Grant amount. Please promptly return any unused portion of the grant funds.
3. **Administrative Fees and Interest.** We will deduct fees from any grants, gifts, or other donations to us in anticipation of the Grant or otherwise, in order to help offset our administrative and operating costs. Interest earned on any cash held by us on your behalf will accrue to us. Client will use such interest to offset general and administrative operating expenses.
4. **Communication and Reporting.** Please provide us with copies of press releases, announcements, or other external communications by you about the Grant or the activities funded by the Grant. At our request, you will send us documentation showing the use of the Grant, in the form of summaries, photographs, receipts, or other documentation, as applicable.
5. **Changes to the Project.** You will not make any material changes in the Grant purpose, intended outcomes, plan, or activities without first obtaining our prior written consent.
6. **Publicity.** We ask that you obtain our consent before using Client's name or logo in any medium, except for legally-required disclosures and simple statements indicating that Client has provided you with funding. We may, in our discretion, identify you and include information about you and the Project on our website and in our publications.
7. **Termination.** We may in our sole discretion terminate our support if at any time you violate any terms of this Agreement. If we take that action, we will send you written notice to that effect, with the termination effective 30 days after we deliver it.
8. **General Provisions.** This letter represents the final, complete, and exclusive agreement between you and Client regarding the Grant. It supersedes any prior or contemporaneous written and oral agreements, proposals, or other communications between you and Client relating to the Grant. This letter may be changed only as described in a written document signed by both you and Client which states that it is an amendment to this letter. This letter may be executed in one or more counterparts. Transmission by fax or PDF of executed counterparts will constitute effective delivery.

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Please confirm your understanding and agreement with these terms by signing where indicated below, and return the signed letter within 30 days to: [_____].

Should you have any questions relating to this Grant, or you wish to use our name or logo, please contact [name and email].

Thank you for your contributions to [_____]. You have our best wishes for your work.

Sincerely,

CONFIRMED AND ACCEPTED AS OF _____, 20__:

[Name of Individual]

By: _____

Name: _____

Date: _____

Email: _____

Phone: _____