

**Grant Approval Notification Letter / Agreement**

The best way to inform a nonprofit of a grant award is through a grant agreement letter. Its purpose is to specify the responsibilities of the grantee and grantor. As such, it is a fundamental document that establishes a mutual understanding of the grant terms and conditions. Generally a grant agreement would include a statement of the amount and purpose of the grant and a provision that any major changes affecting the grant be reported to the foundation.

Date

Contact Person

Title

Organization

Address

City, State, Zip

Dear:

On behalf of the Board of Trustees of the Foundation, it is my pleasure to inform you that a grant to (GRANTEE ORGANIZATION'S LEGAL NAME) in the amount of \$XX has been approved for (unrestricted gift in support of your organization's programs and services) or (project title of the program/project/initiative as described in your proposal.)

Conditions:

1. Grant funds must be used in accordance with the budget included with your proposal.
2. Grantee warrants that funds will only be used for the purposes allowed by the IRS and other government agencies relating to grants from private foundations. In particular, no funds will be used for lobbying purposes or to aid in the election of a public official.
3. Grantee will furnish to the Foundation any information concerning a change in the proposal or a change in grantee's tax exempt status.
4. If grantee's exempt status changes or if funds are not used for the purposes described in your proposal the Foundation reserves the right to have all remaining grant funds immediately returned.
5. (If appropriate) Grantee must provide a written report within one year describing conclusions, progress, and/or status of objectives including how funds were expended to attain objectives.

Please acknowledge your receipt of this check and your agreement with the terms of this letter by signing and returning a copy of this letter as soon as possible.

The Sample Foundation is proud to support your mission. Thank you your good work!

Sincerely,

Name

Title

Organization

ACCEPTED BY: \_\_\_\_\_

Name and Title

\_\_\_\_\_

Date

Encl: Check # XXXX