

*Grant Approval Notification Letter/Agreement Form on Foundation Letterhead*

Date

Contact Person

Title

Organization

Address

City/State/Zip

Dear:

On behalf of the Board of Trustees of the Foundation, I am pleased that a grant to GRANTEE ORGANIZATION'S LEGAL NAME in the amount of \$ \_\_\_\_\_ has been approved (for unrestricted, "general operating support") or (for restricted, PROJECT TITLE.) To receive payment, please return a countersigned copy of this letter to the \_\_\_\_\_ Foundation.

Grant funds must be used in accordance with the budget included with your proposal. No changes in the budget or the grant period (i.e., January 1 - December 31, 20\_) may be made without prior written approval from the Foundation. Any funds not used for the purposes described in your proposal will revert to the Foundation. The final financial and narrative reports are due 90 days after the conclusion of the grant period (March 31, 20\_).

We request that any publicity given this grant, you acknowledge that support was received from the \_\_\_\_\_ Foundation. Please include copies of publicity with your final report.

If this grant agreement is acceptable, please countersign and return it to me, making a copy for your records. Please let me know if you have any questions. The Foundation wishes you all the best.

Sincerely,

Name of foundation executive

Title

Accepted by: \_\_\_\_\_

Name and Title

\_\_\_\_\_

Date