

ENCOMM: AGREEMENT OF ACCEPTANCE OF GRANT – EXAMPLE ONLY

ENCOMM is pleased to inform you that your application, dated for a grant of £..... / reduced amount of £..... has been successful.

Funds will be made available by bank transfer or on receipt of appropriate invoicing if ENCOMM is settling directly. No monies will be forthcoming until we receive the countersigned copy as set out in the next paragraph.

The grant must only be used for the purpose specified in the application and agreed by the Trustees. If the project group or any other person whether associated with the group or not is found to have misused funds, ENCOMM shall be entitled to recover monies from the applicant.

If the project has not been commenced within 6 months of receiving funds ENCOMM may review and if deemed appropriate seek return of the grant monies.

Would you arrange to countersign the bottom of this letter and return it to ENCOMM as formal acceptance of the funds, noting the objects laid out in your application, the information in our guidance notes and, in particular, the requirements laid out as to reporting back to us. May we reiterate the full text of the declaration made on the application form.

A second copy is enclosed for your records.

Signed on behalf of ENCOMM Trustees.....

Name (printed).....Dated.....

Signed on behalf of Applicant.....

Name (printed).....Dated.....