**LETTER OF GRANTEE**

 [Place, date]

**Subject: Proposal "[project title]"**

**Reference number: [project number]**

Dear applicant,

Following the evaluation of applications submitted for grants under [name of the programme/imitiative] I am please to inform you that your above proposal has been awarded a grant.

Please send us **[number]** paper copies of the final proposal, revised according to the instructions sent to you over the previous weeks (please use the most recent agreed version and remove all "track changes"). These paper copies must reach us by **[date]** at the latest.

May I ask you to acknowledge receipt of this letter **within 48 hours** via e-mail ([email address]).

Please submit these **[number]** copies, printed double sided, with two holes, each copy in a

separate plastic/paper folder or ring binder (NB Please do not use any binding system like glue, staples etc.).

Please note that the revised proposal will be annexed to the grant agreement, and will therefore represent a contractually binding reference throughout the project.

The following forms must be provided as **signed originals**:

• Form [number] (dated with current date)

• where relevant to the project, form(s) [number] ([type of document/declaration]), [number] ([type of document/declaration])

If you have not already done so, you will also have to provide the following administrative documents:

a. a legal entity file for the coordinating beneficiary, filled in and signed; this file can be downloaded from the following link:

[link website]

b. a financial identification file filled in and signed both by yourself and a representative of your bank; see:

[link website]

Please note that, depending on the legal status of your organisation, you will have to provide additional supporting documents. I refer to the above web links, for further information on this point.

Subject to the approval of the [name Initiative] Committee and to the outcome of the Evaluation

Decision process, the grant agreement as to final acceptance of the proposal is expected to be signed in [month(s)] of this year.

Yours sincerely,