



Department for Business, Energy & Industrial Strategy

Project Reference Number: [INSERT PROJECT REFERENCE NUMBER HERE]

[INSERT CONTACT IN ORGANISATION]

[INSERT POSITION HELD]

[INSERT LEGAL NAME OF GRANT RECIPIENT]

[INSERT ADDRESS]

[INSERT POSTCODE]

[INSERT EMAIL ADDRESS OF GRANT RECIPIENT CONTACT ABOVE]

[INSERT DATE]

Dear [INSERT NAME OF GRANT RECIPIENT SIGNATORY]

**[INSERT SCHEME NAME] – The Grant Offer Letter – [INSERT SCHEME ACRONYM]
Project at [INSERT GRANT RECIPIENT NAME]**

1. I am pleased to tell you that, subject to all the pre-conditions listed in Paragraph 6 being satisfied, The Secretary of State for Business, Energy and Industrial Strategy (“We”/“Us”/“Our”/“the Secretary of State”), offers [INSERT DETAILS OF GRANT RECIPIENT HERE INCLUDING FULL NAME, COMPANY REGISTRATION NUMBER OR CHARITY NUMBER WHERE APPROPRIATE AND REGISTERED ADDRESS] (“You”/“Your”) a grant (“Grant”) subject to Your agreement to, and compliance with, the Terms and Conditions set out in this Grant Funding Agreement.
2. The offer contained in this Grant Offer Letter is made with regard to your application submitted to the [INSERT SCHEME OR FUND NAME] at [23:13] on [XX XXXXX 202X], to deliver [INSERT NAME OF ACTIVITY] as more fully described at Schedule 1 attached (the “Funded Activities”).
3. The Grant is offered under [INSERT APPROPRIATE GRANT MEASURE].
4. Terms used in this Grant Offer Letter shall have the meaning given to them in Paragraph 2 of the Terms and Conditions contained in Schedule 7 unless the contrary intention appears.

Amount of grant

5. A Grant of up to [INSERT MAXIMUM GRANT SUM HERE AND VALUE IN WORDS] (the “Maximum Sum”) is offered for the Grant Drawdown Period (as defined in Schedule 5). The Grant awarded is summarised below. See Schedule 3 to this Grant Offer Letter for a more detailed analysis of what the total investment figure is comprised of and Paragraph 4 of the Terms and Conditions and Schedule 4 to this Grant Offer Letter for details of how payments will be made.

Subsidy Vehicle	Total Eligible Project Spend to be invested by You £	MAXIMUM total Grant payable to You £	MAXIMUM Intervention Rate ALLOWABLE %
Schedule 4, [INSERT SUBSIDY TYPE]	[INSERT VALUE]	[INSERT VALUE]	xx%
Schedule 4, [INSERT SUBSIDY TYPE]	[INSERT VALUE]	[INSERT VALUE]	xx%
TOTAL	[INSERT VALUE]	[INSERT VALUE]	

Pre-acceptance conditions

6. The offer of Grant is conditional on You providing Us with the following:
- a) Where legally required, clearance from the relevant authority monitoring state subsidies has been obtained.
 - b) Receipt by Us before [INSERT DATE AGREED WITH THE CASE OFFICER] of an up-to-date Funded Activities and Deliverables Delivery Plan provided by You which covers the scope determined by Us, in a format satisfactory to Us, which demonstrates that You will be able to achieve the Deliverables and complete the Funded Activities.
 - c) [You must provide Us with a Parental Undertaking and Guarantee from [PARENTCO] in the same form as Annex 1 of the Terms and Conditions.

Pre-Payment Conditions

7. Without prejudice to Schedule 4 to this Grant Offer Letter and Paragraph 4 of the Terms and Conditions, the first payment of Grant is conditional upon on You providing Us with the following:
- a) [INSERT PRE-PAYMENT CONDITIONS HERE] OR insert “There are no pre-payment conditions”

Purpose of grant

8. The Grant is offered to You to contribute to:
- a) the delivery of the Funded Activities set out in Schedule 1 of the Grant Offer Letter;
 - b) the achievement of the Deliverables set out in Schedule 2 of the Grant Offer Letter; and/or
 - c) the Eligible Expenditure specified in Schedule 3 of the Grant Offer Letter.

You may not make changes to the Funded Activities. Funded Activities must not proceed before the Commencement Date and must be completed on or before the Conclusion Date.

9. The Grant must not be used other than in accordance with the Terms and Conditions of the Grant Funding Agreement.

Eligible Expenditure

10. The Eligible Expenditure is specified in Schedule 3 and is limited, in all cases, to costs which:
 - a) are incurred and defrayed during the Investment Period (as defined in Schedule 5); and
 - b) comply with the Grant Funding Agreement.
11. Under no circumstances may the Grant be claimed or used for the purposes prohibited in the Terms and Conditions or to cover costs incurred for those purposes (and any such costs do not constitute Eligible Expenditure for the purpose of the Grant Funding Agreement).

Availability of grant

12. Funding for this Grant is only available in respect of Eligible Expenditure incurred and defrayed in the Investment Period.

Payment of grant

13. Before paying any instalment of Grant the Secretary of State must be in receipt of a copy of this Grant Offer Letter which has been signed by You in accordance with the requirements at Paragraph 23 and Paragraph 27 below. Paragraph 4 of the Terms and Conditions and Schedule 4 to this Grant Offer Letter detail how the Grant will be paid to You.

Conditions

14. You must:
 - a) perform the Funded Activities in full;
 - b) complete the Investment as set out in Schedule 3;
 - c) achieve the Deliverables set out in Schedule 2 within the applicable timescales set out in Schedule 2;
 - d) where Schedule 2 details Direct Jobs, Created Jobs and/or Safeguarded Jobs that should be created and/or retained, ensure those jobs are retained for the Job Retention Period;
 - e) comply with the Terms and Conditions, in addition to all other requirements set out or referred to in the Grant Funding Agreement; and
 - f) continue to comply with the Terms and Conditions, in addition to all other requirements set out or referred to in this Grant Funding Agreement (where relevant) after payment of the Grant.
15. You will be the sole recipient of the Grant and, as such, You will be responsible for managing the Grant.

16. You must complete and sign the Confirmation of Bank Details Form in Schedule 6 of this Grant Offer Letter as part of Your acceptance of the Grant. Grant payments will be made into the bank account listed in this form. No payment will be made in advance of receipt of a correctly completed and signed Grant Offer Letter and Confirmation of Bank Details Form. The signatory to Your Confirmation of Bank Details Form must be the Chief Finance Officer or a Director with proper delegated authority, who must be listed on Companies House records. Any change of bank details must be notified immediately on the same form and signed by an Approved Signatory, who should be listed on Companies House record. Any change of Approved Signatory must be notified to the Secretary of State for approval, as soon as known.

Grant Review

17. The Grant may be reviewed at intervals to be determined by the Secretary of State, throughout the Monitoring Period. The Secretary of State may carry out more than one review.
18. As part of any review, You shall provide any assistance and information reasonably requested by the Secretary of State to establish whether You have used the Grant in accordance with the Terms and Conditions set out in the Grant Funding Agreement or that is otherwise required to assess Your delivery of the Funded Activities against the Deliverables and Eligible Expenditure. As part of the review, the Secretary of State may (where applicable) consider monitoring information provided under Paragraph 19 below and Paragraphs 6-8 inclusive of the Terms and Conditions.

Grant Monitoring, Evidencing and Verification

19. In addition to the Monitoring and Reporting requirements set out in Paragraphs 6, 7 and 8 of the Terms and Conditions, you shall provide the Secretary of State the following information during the Monitoring Period:
 - a. **[INSERT ADDITIONAL MONITORING REQUIREMENTS]** OR INSERT "No additional requirements"

Day-to-day contact

20. In communicating with the Secretary of State, or if you have any queries on this Grant award, Your day-to-day contact will be your Monitoring Officer within the Department for Business, Energy and Industrial Strategy is **[INSERT BEIS CONTACT HERE INCLUDING ADDRESS, EMAIL AND TELEPHONE NUMBER]**.

Entire agreement

21. If this Grant Offer Letter is accepted, the Grant Funding Agreement shall form the entire agreement relating to the Grant. The Grant Funding Agreement will supersede previous correspondence and understandings. However, this does not exclude the liability of either party in respect of any previous fraud or fraudulent misrepresentation.

Variation

22. No variation of the Terms and Conditions set out or referred to in the Grant Funding Agreement will be effective unless it is agreed in writing and signed by both parties. This does not prevent the Secretary of State making reasonable changes in relation to the administrative arrangements in this letter (such as day-to-day departmental contact details).

Duration of offer

23. Subject to Paragraph 6 above, the offer contained in this Grant Offer Letter remains open until **[INSERT ACCEPTANCE DEADLINE DATE]**, at which point it expires. If You wish to accept this offer, You must ensure that We receive Your formal acceptance, in full compliance with the acceptance requirements below, on or by that time and that all Pre-Conditions listed in Paragraph 6 have been satisfied.

Subsidy Control

24. [The Grant has been awarded on the basis that the Funded Activities being undertaken using the Grant are, and will remain non-economic activities, and therefore the Grant does not engage the UK's international obligations in relation to subsidies.]

OR

[The Grant has been awarded on the basis that it is outside the scope of the Trade and Cooperation Agreement by virtue of Article 364(4) of that agreement. The Grant is subject to the provisions set out in Annex 3 of the Terms and Conditions and will be conditional on the receipt of the Small Amount of Financial Assistance Declaration Form in Annex 3 of the Terms and Conditions by the Secretary of State.

OR

[The Grant has been awarded on the basis that it is compliant with the principles set out in Article 366 of the Trade and Cooperation Agreement.]

OR

[INSERT OTHER RELEVANT JUSTIFICATION FOR AWARD OF THE GRANT UNDER THE UK'S INTERNATIONAL OBLIGATIONS IN RELATION TO SUBSIDIES]

Other public funding assistance

25. By accepting this Grant offer You confirm to Us that no other public financial assistance has been sought or offered to You for the Funded Activities or Deliverables.

[INSERT NAME OF PUBLIC ASSISTANCE, PROVIDER AND AMOUNT]

26. You may not apply for any other public support for the Funded Activities in the form of grants, guarantees, loans or tax credits without Our prior written approval. You are obliged to inform Us in writing if You seek or are offered any other public sector support for the Funded Activities or any of the Eligible Expenditure included in this Grant Offer Letter as this may affect the Maximum Intervention Rates defined in Paragraph 5.

Acceptance

27. If You wish to accept this Grant offer, You must sign and date this Grant Offer Letter and return to BEIS Central Grants and Loans Team at the address indicated below. It must be signed and dated by an Approved Signatory of Your organisation, who is listed on Companies House records. They should also sign and date the duplicate copy of this letter as indicated below.

Yours sincerely,

[INSERT NAME OF PERSON WITH AUTHORITY TO SIGN],

BEIS Central Grants and Loans Team,
On behalf of the Secretary of State for Business, Energy & Industrial Strategy,
Department for Business, Energy & Industrial Strategy,
1 Victoria Street,
London.
SW1H 0ET

Agreement

I confirm, for and on behalf of **[INSERT NAME OF GRANT RECIPIENT],** the agreement of **[INSERT NAME OF GRANT RECIPIENT]** to the terms of this Grant Offer Letter, its Schedules and the Terms and Conditions.

Signed:

Printed Name:

Position:

Date:



Schedule 1

Funded Activities

Background of the Scheme

The [insert scheme name i.e. The Life Sciences Innovative Manufacturing Fund] aims to [insert policy objective #1, insert policy objective #2, and insert policy objective #3].

Background of this Award

This grant award contributes to this scheme, and in particular:

[insert intervention objective #1, insert intervention objective #2, and insert intervention objective #3].

This basis for this assistance is [insert additionality argument #1 and #2].

The Funded Activities

This Funded Activities is to [insert description, approved activity, total investment, deliverables, and location/s].

Summary of the Deliverables

The Funded Activities will be monitored against the following deliverables:

- Create [enter amount] new full time direct jobs;
- Safeguard [enter amount] full time direct jobs;
- Increase the site total headcount to [enter amount] employees;
- Achieve a Job Target of [enter amount];
- Invest a total of £ [enter amount] Eligible Expenditure;
- [Invest a total of £ [enter amount] Ineligible Expenditure;]
- Invest an overall total of £ [enter amount] expenditure (Eligible Expenditure + Ineligible Expenditure).

Timing and Detail

The timing and detail of the Deliverables to be monitored are more fully described in Schedule 2 and the Investment in Schedule 3 of this Grant Offer Letter.

Definitions of key words (such as 'aggregate job target', 'deliverables', 'direct job', 'created job', 'safeguarded job', 'full time equivalent') are available in the Terms and Conditions.

Schedule 2

Deliverables

The following tables detail the **deliverables required and timing** as a condition of this grant.

Schedule 2, Table [A] – This shows the direct employment to be created as a result of the Funded Activities.

Job Description	Salary £	NVQ Level	Number of direct jobs to be created in the Financial Year (ending 31 March)									
			2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
[insert job description]	XX,XXX	XXXX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
[insert job description]	XX,XXX	XXXX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
[insert job description]	XX,XXX	XXXX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
[insert job description]	XX,XXX	XXXX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
Cumulative Total			XX	XX	XX	XX	XX	XX	XX	XX	XX	XX

Schedule 2, Table [B] – This shows the direct employment to be safeguarded as a result of the Funded Activities.

Job Description	Salary £	NVQ Level	Number of direct jobs to be safeguarded in the Financial Year (ending 31 March)									
			2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
[insert job description]	XX,XXX	XXXX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
[insert job description]	XX,XXX	XXXX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
[insert job description]	XX,XXX	XXXX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
[insert job description]	XX,XXX	XXXX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
Cumulative Total			XX	XX	XX	XX	XX	XX	XX	XX	XX	XX

IMPORTANT

- As per Your employment records at the Commencement Date, the number of direct FTE employees at the Premises was [ENTER BASELINE NUMBER OF EMPLOYEES]. The expected net increase in direct FTE employees at the Premises is [enter amount], giving a new site total number of jobs at the Premises of [enter amount] by the end of the Job Retention Period (the **Site Total**).

- As per Your employment records at the Commencement Date, the number of direct FTE employees at the Group based in the UK and Northern Ireland was [ENTER BASELINE NUMBER OF EMPLOYEES]. The expected net increase in direct FTE employees at the Group based in the UK and Northern Ireland [enter amount], giving a new total number of jobs of [enter amount] by the end of the Job Retention Period based in the UK and Northern Ireland (the **Group Total**).

Schedule 2, Table [C] – This shows the Aggregate Job target

	Total Number of direct jobs to be created or safeguarded in the Financial Year (ending 31 March)										Total jobs		Total Number of Years		Aggregate Job Target
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031					
Jobs	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	X,XXX	÷	XX	=	XXX

Schedule 2, Table [D] – This shows the repayment value per job not achieved

Grant value			Aggregate Job Target			
£XX,XXX,XXX	÷		XXX	=	£XX,XXX	per job

IMPORTANT:

- This Grant Offer Letter contains an Aggregate Job Target. The Aggregate Job Target is calculated on the average number jobs over the entire Monitoring Period as shown above in Schedule 2, Table [C]. The purpose of this figure is in the event that You do not achieve Your Aggregate Job Target, that You are aware in advance of the Grant repayable, shown above in Schedule 2, Table [D].
- Where, having received and retained the full amount of the Grant, You do not meet the Aggregate Job Target, the maximum grant payable as set out in Paragraph 5 of this Grant Offer Letter will be reduced by the amount shown in Schedule 2, Table D. Upon demand, You will repay to Us any grant received in excess of the revised amount calculated under this provision.

Definitions of key words (such as 'aggregate job target', 'deliverables', 'direct job', 'created job', 'safeguarded job', 'full time equivalent') are available in the Terms and Conditions.

Schedule 2, Table [E] – This shows the [insert deliverable] as a result of the Funded Activities.

TBC	TBC	TBC	Number of [insert deliverable] to be achieved in the Financial Year (ending 31 March)												
			2022	2023	2024	2025	2026	2027	2028	2029	2030	2031			
Cumulative Total															

Schedule 3

Investment

Schedule 3, Table **[A]**: Eligible Expenditure (£) related to the **[insert type of subsidy, capital assets type]** component of the Funded Activities.

	Financial Years (ending 31 March)					TOTAL
	2022	2023	2024	2025	2026	
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
Total expenditure	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]
Cumulative expenditure	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]

IMPORTANT:

- For money to have been defrayed, liabilities must have been both incurred and discharged by payment. VAT, finance, and interest charges should be excluded.
- Evidence of expenditure defrayed must be retained and available to demonstrate the audit trail of all submitted costs.
- Tangible assets should be at the location/s of the Funded Activities and used exclusively at the Premises.

Schedule 3, Table **[B]**: Ineligible expenditure (£) related to the Funded Activities.

	Financial Years (ending 31 March)					TOTAL
	2022	2023	2024	2025	2026	
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
[enter cost name]	[insert]	[insert]	[insert]	[insert]	[insert]	[insert]
Total expenditure	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]
Cumulative expenditure	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]	[insert amount]

IMPORTANT - The above expenditure was included in your application and formed part of the basis for your case for assistance. Although this expenditure is ineligible for direct grant support, reporting on this is still required as a grant offer condition.

Definitions of key words (such as 'eligible expenditure', and 'ineligible expenditure') are available in the Terms and Conditions.

Schedule 4

Payment Schedule (Grant Instalments)

Schedule 4, Table [A]: [insert type of subsidy, capital asset type] Grant Instalments

Date of claims	Requirements for payment	No Obligation To Pay Date	Maximum Grant
xx xxxx [202x] xx xxxx [202x] xx xxxx [202x] xx xxxx [202x]	When You have defrayed [X] (excluding VAT) on Eligible Expenditure [at the Premises], as specified in Schedule 3, for the Funded Activities described in Schedule 1 and You have provided a Monitoring Report in which You have confirmed that You reasonably believe (i) that the Deliverables described in Schedule 2 will be achieved; (ii) the cumulative total Eligible Expenditure and Ineligible Expenditure as set out in Schedules 3 and 4 will be met and the Site Total requirement set out in Schedule 2 and Group Total requirement in Schedule 2 (if specified) will be met and maintained throughout the Monitoring Period.	[xx xxxx 202x]	[£]
xx xxxx [202x] xx xxxx [202x] xx xxxx [202x] xx xxxx [202x]	When You have defrayed [X] (excluding VAT) on Eligible Expenditure [at the Premises], as specified in Schedule 3, for the Funded Activities described in Schedule 1 and You have provided a Monitoring Report in which You have confirmed that You reasonably believe (i) that the Deliverables described in Schedule 2 will be achieved; (ii) the cumulative total Eligible Expenditure and Ineligible Expenditure as set out in Schedules 3 and 4 will be met and the Site Total requirement set out in Schedule 2 and Group Total requirement in Schedule 2 (if specified) will be met and maintained throughout the Monitoring Period.	[xx xxxx 202x]	[£]
xx xxxx [202x] xx xxxx [202x] xx xxxx [202x] Final claim [date]	When You have defrayed [X] (excluding VAT) on Eligible Expenditure [at the Premises], as specified in Schedule 3, for the Funded Activities described in Schedule 1, and You have provided a Monitoring Report in which You have confirmed that You reasonably believe (i) that the Deliverables described in Schedule 2 will be achieved; (ii) the cumulative total Eligible Expenditure and Ineligible Expenditure as set out in Schedules 3 and 4 will be met and the Site Total requirement set out in Schedule 2 and Group Total requirement in Schedule 2 (if specified) will be met and maintained throughout the Monitoring Period.	[xx xxxx 202x]	[£]

IMPORTANT

- For money to have been defrayed, liabilities must have been both incurred and discharged by payment. VAT, finance and interest charges should be excluded.
- Tangible assets should be on site and used exclusively at the Premises.
- Evidence of the expenditure defrayed should be retained and made available as per the terms of the Grant Funding Agreement.
- The above table represents triggers for the drawdown of Grant. You are still required to meet the Deliverables and Investment listed in the schedules.
- Details of the subsidy used and the intervention rate is provided in Paragraph 5 of this Grant Offer Letter. We are unable to exceed this intervention rate. If Eligible Expenditure reduces Grant will reduce accordingly.

Definitions of key words (such as 'eligible', 'defrayed', 'expenditure', 'incurred', 'discharged' and 'liabilities') are available in the Terms and Conditions.

Schedule 5

Key Dates and Periods

Milestone:	Explanation:	Date:
Commencement Date	The date investment in Eligible Expenditure for the Funded Activities can commence.	[insert date]
No Obligation To Pay Dates (NOPD)	The dates where the Secretary of State is no longer obligated to pay a Grant instalment, as set out in Schedule 4.	Please see Schedule 4.
Grant Drawdown Period	The period within which the Grant can be drawn down, if requirements specified in the Grant Funding Agreement have been met.	[insert start and end date]
Investment Period	The period in which You will make the investment in Eligible Expenditure and Ineligible Expenditure.	[insert start and end date]
Asset Retention Period	The Investment Period and the further period after the Investment Period that the Assets must be retained.	[insert start and end date]
Job Retention Period	The period in which You will deliver the employment Deliverables.	[insert start and end date]
Monitoring Period	The period from the Commencement Date to the Conclusion Date in which the Secretary of State will actively monitor the Funded Activities, Deliverables, Eligible Expenditure and Ineligible Expenditure.	[insert start and end date]
Conclusion Date	The date when ALL the above periods have completed.	[insert date]
Document Retention Period	The period that documentary evidence must be retained being a period of 10 years after the Conclusion Date .	[insert start and end date]

Part 4: Authorised signatories

The names and specimen signatures of people authorised to sign claim forms on behalf of the person who signed the Grant Funding Letter are shown below. These signatures are binding on this organisation in respect of the Grant Agreement.

Name

Position in your organisation

Signature

Date

--	--	--	--	--

Name

Position in your organisation

Signature

Date

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Part 5: Grant recipient declaration

[Guidance: to be completed by the person who signed the Grant Offer Letter]

- I certify that the information given on this form is correct.
- I agree that following discussions, any overpayments can be automatically recovered from future payments.

Name

Signature (the person who signed the agreement)

Date

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[Guidance: return this form to the address indicated in the Grant Offer Letter, alongside a signed Grant Offer Letter.]

General Data Protection Regulation (2018): The information on this form will be recorded on the Secretary of State's records, some of this will be computerised. The information provided will be used for paying your fees and will not be passed to anyone outside of BEIS without the permission of the Grant Recipient.

