

ANNEX 1: Sample Grant offer letter. Please note that this is a sample document and as such is subject to change before finalisation.

SAMPLE GRANT OFFER LETTER

The Department for Digital, Culture, Media and Sport
100 Parliament Street
London
SW1A 2BQ

Dear Grantee

The Secretary of State for Digital, Culture, Media and Sport offers, a “Grant” subject to your agreement to, and compliance with, the terms and conditions set out in this letter, and its Annexes [*Annexes to be specified at a later date*].

The maximum amount of Grant offered is up to £x. This will be paid in the following Tranches (this is to be agreed with grantees).

- Up to £x in financial year 2020/21;

The Grant is offered to you to contribute to certain expenditure (“Eligible Expenditure”) where those costs are reasonably incurred by you in undertaking [*name of the project*] (“the Project”) as described in the Project Description in Annex 1 (please note that this Annex is not included in this draft of the Grant Offer Letter).

The offer of Grant is conditional on you providing us with the following information and evidence:

- Sign and complete the de minimis declaration appended to this letter
- Passing the due diligence checks

This Grant Agreement includes and incorporates this Offer Letter, all of any appendices and all of the Annexes to it, namely:

- The de minimis note and declaration
- DCMS Standard terms and conditions of Grants
- Other annexes, to be specified at a later date

If you wish to accept this offer, you must sign and date the duplicate copy of this letter as indicated below. It must be signed by someone who is authorised to sign on behalf of your organisation. Please provide evidence of their authority to sign and bind your organisation. Please also provide a day to day contact name and email address.

Yours sincerely

_____ [DCMS signature]

I confirm, for and on behalf of [*grantee's name*], the agreement of [*grantee's name*] to the terms and conditions in this letter and its Appendices and Annexes.

Signed.....

Printed Name.....

Position.....

Date.....

Day to day contact for the Grant:

Name.....

Position.....

Email address.....

Date received by DCMS.....

Signature of official receiving signed copy

Printed Name.....

Position.....

