

**GRANT OFFER LETTER**

 The Department for Culture, Media and Sport

100 Parliament Street

London

SW1A 2BQ

[*insert day to day contact email address*]

[*date*]

Dear [           ]

[*insert title of grant* *and a grant reference number (which you will need to get from Paul Skinner*]

The Secretary of State for Culture, Media and Sport offers [*insert name of grantee*][(*insert company and / or charity number if a company and/or a registered charity*)] ,a “**Grant**”subject to your agreement to, and compliance with, the terms and conditions set out in this letter, [any appendices] and its Annexes.

The maximum amount of Grant offered is up to [*insert amount in numbers] ([insert amount in words*]). This will be paid in the following Tranches:

*[insert any tranches and splits between financial years, for example*

* up to £[*insert amount in numbers] ([insert amount in words])* in financial year 2015/16; and
* up to £[*insert amount in numbers] ([insert amount in words])* in financial year 2016/17*]]*

The Grant is offered to you to contribute to certain expenditure (“**Eligible Expenditure**”)where those costs are reasonably incurred by you in undertaking [*insert reference to the Consortium]* (“**the Consortium**”) as described in the **Consortium Description** in Annex 1**.**

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

[*Use this provision to insert any specific, bespoke additional conditions not covered in the DCMS Standard Terms and Conditions that are required in order for the Project or funding to go ahead, e.g. information as to any relevant safeguards, appointments of panel members to assess the project etc. Specification and fulfilment of these conditions will be condition precedents to the agreement being capable of being entered into, so be careful to specify only those matters that are required prior to the agreement being agreed. NB if you are relying on de minimis this should include the Annex for the recipient to confirm whether it has received any other aid over the last 3 years]*

* [sign and complete the de minimis declaration appended to this letter]

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** appended to this Letter]
* the **Project Description** set out in Annex 1
* the **DCMS standard terms and conditions** of Grant set out in Annex 2
* the **Cash Flow Profile** in Annex 3
* the **Payment Request Form** in Annex 4
* [the **General Block Exemption Regulation** provisions in Annex 5]

[*insert references to any other Annexes; delete references to superfluous Appendices or Annexes]*

*[consider whether any of the bespoke Annexes or details of the Project Description (eligible costs etc) are in conflict with the standard terms and conditions in Annex 2. If so, explain here which will prevail].*

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***[insert DCMS signature]*

*[DD or higher to sign - see checklist]*

I confirm, for and on behalf of [*insert grantee’s name*], the agreement of [*insert 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………………………………………...