

GUIDANCE

This is a standard grant offer letter template. Highlighted text will be tailored by DfE for specific grant recipients.

Annex E (detail of grant allocations) and Annex F (aims/objective) will be finalised with the successful bidder on award of a grant

Insert name

Position/title
Company name
Address line 1
Address line 2
Address line 3

[Insert date]

Dear [insert name]

Re: Grant Offer Letter [insert programme/activity and grant register reference number]

This Grant Offer is made between:

(1) **The Secretary of State for Education** and

(2) [**Name of the body**] of [**address**] [**with Charity Commission registration number or Companies House Registration number**].

This letter confirms that a grant will be awarded for [insert programme/activity] to the value of £xxxxxx for the period ending DD/MM/YY and such grant is subject to the attached Department for Education general [Grant Terms and Conditions](#)¹

This Grant Offer Letter, relevant annexes and the Grant Terms and Conditions together make up the Grant Funding Agreement.

This letter must be read in conjunction with the relevant annexes:

Annex A - Acceptance of Grant Offer and effective date

Annex B - Bank account details

¹ <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>

- Annex C** - Claiming Grant in Arrears
- ~~**Annex D** - Claiming Grant in Advance~~ Does not apply
- Annex E** - Details of Grant Allocations
- Annex F** - List of Objectives for which the grant is being paid
- Annex G (i)** - Annual Certification of Expenditure (external auditor or accountant's report arrangements)
- ~~**Annex G (ii)** - Statement of Grant Usage (Statement prepared by Local Authority)~~ Does not apply
- Annex H** - Grant Payment schedule
- Annex I** - Sample Exit Plan
- Annex J** - Sample Progress Report Template

Any grant paid by the Secretary of State will be paid pursuant to **[**insert details of legislation**]** and will accordingly be paid only in respect of approved expenditure incurred by **[insert the name of the body]** for the purpose of the funded activities.

To accept this, offer of funding, please sign both copies of this Grant Offer Letter (Annex A) and provide bank account details, if you haven't already done so (Annex B) and return a copy to the Department for Education (DfE), **[Insert contact policy lead address]**.

Yours sincerely,

<Signature>

<insert name and job title>

Annex A - Acceptance of Grant Offer and effective date - [insert programme/activity and grant register reference number]

This Grant Funding Agreement is effective from the date of signing.

Signed by person authorised to sign on behalf of the Secretary of State	
Date	
Signature	
Name (please print)	
Position in DfE	

As representative of [insert name of the body] I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement Terms and Conditions as contained on its website or attached. [Insert web link]. I agree to comply with the notified conditions of the grant on which the offer is made.

Signed by a person authorised to sign on behalf of [insert name of the body]	
Date	
Signature	
Name (please print)	
Position in organisation	

Principal contacts	Department	[name of the body]
Contact name/Postal address		
Position		
Telephone no.		
Email address		

Annex B – Bank account details - [insert programme/activity and grant register reference number]

Information required by the Department to make payment of grant for the activities stated in the offer letter.

Contact details for [insert name of the body] to whom payment should be sent

Organisation name: _____

Address: _____

Post Code: _____

Telephone no: _____

Remittance
E-mail address: _____

Bank account details

Account name: _____

Bank address: _____

Account no: _____

Sort code: _____ Roll number: _____

Bank name: _____

Signed by a person authorised to sign on behalf of [insert name of the body]

Signature: _____

Name (please print): _____

Position in organisation: _____

Date: _____

Annex C - Grant claim form for [*insert name of the body*] Claiming Grant in Arrears - [insert programme/activity and grant register reference number]

This claim form should be completed by an authorised senior officer of [insert name of the body] and returned to [*insert name/Team, Division], Department for Education, [insert address], as soon as possible in the month following that for which the grant is being claimed and should be supported by invoices or receipts.

Amount of claim in respect of:

[Insert the details which are expected to show that expenditure has taken place]	£
Sum Claimed for this period	£
TOTAL GRANT CLAIMED	£

I certify that:

- the above claim is made in accordance with the Grant Offer Letter and Terms and Conditions of the Grant Funding Agreement for the [insert programme/activity];
- the claim is in respect of expenditure already incurred; and
- no claim has been made for funding in respect of these items from any other body.

Signed by a senior officer authorised to sign on behalf of [insert name of the body]	
Date	
Signature	
Name (please print)	
Position in organisation	

Annex E - Details of Grant Allocations - [*insert programme/activity and grant register reference number*]

Item	£ for Financial Year xx/yy	£ for Financial Year yy/zz
A Income		
Grant		
[other]		
TOTAL Income A		
B – Expenditure – Direct costs		
<i>Salaries, Wages and associated costs</i>		
Staff related costs		
Other+		
Other+		
+ <i>(Please specify)</i>		
Subtotal B		
C Expenditure – Administration		
Management		
advertising, marketing, communications and consultancy <small>(where approved by DfE)</small>		
Audit		
Other service costs		
Sub total C		
TOTAL Grant Costs [B+C]		

Annex F – List of objectives for which the grant is being paid - *[insert programme/activity and grant register reference number]*

1 Background

1.1

2 Aim

2.1 *[insert name of the body]* shall use all reasonable endeavours to achieve the following aims:

3 Objectives

3.1 *[Insert name of the body]* shall use all reasonable endeavours to achieve the following objectives:

4 Complying with new Government policies

4.1 The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites.

Annex G (i) – Annual Certification of Expenditure

Annual Certification of **[insert grant name]** Expenditure for Financial Year **[20XX-XX]**

(i) **[insert name/address of the body]** **[insert grant ref number]**

(ii) **[insert name/address of the external auditor/accountant/organisation]**

Dear Sirs,

Re: **[insert programme / activity and grant register reference number]**

This certificate is provided to **[name of grant recipient]** to enable it to comply with the Department for Education (DfE)'s terms and conditions of the Grant Funding Agreement (GFA) and the Grant Offer Letter requirements. We have obtained **limited or reasonable** assurance that the expenditure, for which grant of **[insert £XX]** for the year ending **[insert date]** was paid, was applied for the purposes intended by the DfE and the financial transactions conform to the GFA and list of objectives specified. Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of **[insert name of the body]**'s income and expenditure.

Yours faithfully,

Signed by an independent external officer authorised to sign	
Date	
Signature	
Name of external auditor/accountant or equivalent (please print)	
Position in organisation	

Signed by a senior officer authorised to sign on behalf of [insert name of the body]	
Date	
Signature	
Name (please print)	
Position in organisation	

Annex H – Grant payment schedule - [insert programme / activity and grant register reference number]

The Department will pay this Grant to [insert name of the body] in accordance with the following payment schedule, subject to [insert name of the body] meeting the requirements of this Grant Funding Agreement.

Period	Payment date	Outputs	Payment Amount
Quarter 1: 01/04/xx - 31/07/xx Month 1: 01/04/xx - 30/04/xx			
Quarter 2: 01/07/xx – 30/09/xx Month 2: 01/05/xx - 31/05/xx			
Quarter 3: 01/10/xx – 31/12/xx Month 2: 01/06/xx - 30/06/xx			
Quarter 4: 01/01/xx – 31/3/xx Month 2: 01/07/xx - 31/07/xx			

Annex I – Sample exit plan - **[insert programme / activity and grant register reference number]**

The exit plan is for illustration purposes only.

Introduction

1. Although the Department does not seek to exercise detailed control of the activities of **[insert name of the body]**, it must ensure that public money is protected and value for money achieved. To meet this requirement, this Annex describes the duties and responsibilities of **[insert name of the body]** and the Department, leading up to and covering the expiry or termination of this grant for whatever reason and the transfer of the grant funded activities.
2. This Annex defines the exit plan and how it shall be revised to ensure that it remains workable at any time. The Department and **[insert name of the body]** acknowledge the importance of keeping the exit plan up to date during the term of the Grant and of reflecting the impact of all relevant changes to the grant funded activities or outputs required. You shall not make any additional charge for any work undertaken in making changes to the exit plan. Where there are principles to be adopted in implementing this plan, the parties to this Grant Funding Agreement shall endeavour to agree the relevant details within such principles.
3. The Department shall be entitled to disclose the contents of the exit plan to any future bidder for the Grant (or its equivalent).

Objectives

4. The objective of the exit plan is to ensure:
 - an orderly and smooth transition of the grant funded activities from **[insert name of the body]** to a successor body or the Department at the expiry or termination of this Grant;
 - the continuation of grant funded activities;
 - that there is no undue favour to **[insert name of the body]** in any future competition for the Grant (in whole or in part); and
 - that the responsibilities of both parties to the Grant Funding Agreement are clearly defined in the event of expiry or termination.

General

5. Where the Department intends to continue the operation of the grant funded activities in broadly the same way after expiry or termination, either by performing them itself or by means of a successor, you shall endeavour to ensure the smooth and orderly transition of the grant funded activities and shall co-operate with the Department or the

successor, as the case may be, in order to achieve such transition.

6. When such endeavours and co-operation are outside the scope of the Grant, you shall provide quotations for reasonable charges associated with providing such assistance and the Department shall pay such reasonable charges.
7. You shall comply with any reasonable request of the Department for information relating to the performance of the grant funded activities, including the use of other parties. You will be allowed a reasonable period of time in which to respond to the Department.

Exit Planning

8. You shall, in conjunction with the Department, maintain, and as necessary update, the Exit Plan throughout the period of the Grant so that it can be implemented immediately, if required. From time-to-time either the Department or you can instigate a review of the Exit Plan.
9. You shall co-operate with all reasonable requests made by either the Department or a successor body relating to exit transition arrangements for the grant funded activities.

Assistance

10. You shall be responsible for delivering the grant funded activities and achieving the objectives at Annex F until the date of expiry or termination or transfer of the Grant (as appropriate).
11. You shall use all reasonable endeavours to ensure that a transition of responsibility for the delivery of the grant funded activities to the successor body or the Department, as the case may be, minimises any detrimental effect on the delivery of the activities and the Department shall use all reasonable endeavours to co-operate in such transfer.

Assets Register

12. You shall maintain throughout the exit period of this Grant an asset register in accordance with the Terms and Conditions of the Grant Funding Agreement.
13. You shall not change the status of any asset without the prior written consent of the Department where such a change would either be viewed as a major change or would require repayment in accordance with the Terms and Conditions of the Grant Funding Agreement.

Transfer of the Department's Data

In addition to complying with the provisions of the main agreement, you shall, upon reasonable written request by the Department or in

14. any event, within one month of notice of termination, deliver the Department's data, including the following:
 - a) an inventory of the Department's data and any other data available for transfer;
 - b) a data structure definition (where relevant) covering all available Departmental data; and
 - c) a proposed method for testing the integrity and completeness of the Department's data transferred.

Documentation and Access

15. You shall provide the Department on request with information and documentation reasonably necessary to assist with the transfer of the grant funded activities to the Department or to a successor body, including any documentation required to support any bidding process for the provision of the activities. This includes full details of:
 - a) the work programme, objectives/targets, and other services delivered by you under this funding agreement;
 - b) any software, including third party software and any hardware used in connection with the delivery of the activities;
 - c) software and supply agreements used to deliver any services associated with delivery of the activities, including the agreements relating to any third party software identified by name of supplier, term of Grant, and charges payable under the Grant; and
 - d) any employees used by you to help deliver the grant funded activities who are essential to this delivery; this information shall be provided under conditions of confidentiality reasonably acceptable to you.
16. The Department may make the documentation available to suppliers who wish to bid for the provision of the activities. You shall respond expediently and in full to any reasonable questions by the Department or the suppliers and shall co-operate with any reasonable due diligence activities carried out by suppliers.

Transfer Support Activities

17. You shall co-operate with all reasonable requests made by either the Department or a successor relating to the grant funded activities transition arrangements. The Department and you shall discuss the implementation plan for the transition of the activities to either the Department or a Successor body.

Annex J – Sample Progress Report Template - [insert programme / activity and grant register reference number]

Organisation Name:					Theme/Grant Ref no:			
Report Period:	Q1		Q2		Q3		Q4	

Key Activity completed in this period:

Evidence:

Progress on objectives/delivery plans:

Please provide details of any slippage in delivery plans and reasons for this if applicable:

Please provide any other information which you think might be helpful:

Authorised By:			Name:	Date:	
			Position:		