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| [insert full name of contact]  [insert position of contact]  [insert name of recipient organisation]  Address line 1  Address line 2  Address line 3 |

[Insert date]

Subject: <Insert Project / Scheme Full name>

<insert the DfE Jagger number, also known as the Commercial Reference Number.]>

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| [Notes for completion: Please note that this template is intended to provide a basis from which the Grant Offer Letter should be constructed. It may be the case you need to add/amend or delete sections/paragraphs provided in order to tailor it to your needs].  Please refer to the explanatory notes for advice and guidance on this template.    User note: This Grant Offer Letter should always be discussed and agreed with the relevant areas within your individual departments (i.e. Commercial and finance, and legal if necessary for new conditions) before this is finalised and sent to the grant recipient for signing.  (Please remove this box and text within it before sending out to the grant recipient) |

Dear [name of contact person]

Thank you for your application dated < date of application> for funding for the above project / scheme.

I am pleased to inform you that you have been successful in the [Insert name of the grant Scheme or project competition] launched in [insert date]. On behalf of the Secretary of State for Education, I would like to offer <insert name of the organisation> a grant on the terms of the enclosed funding agreement. The Power under which the grant is to be paid: [Insert enabling legislation eg Section 14 of the Education Act 2002] 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.

This Grant is to [brief description / summary of the project and its aims and objectives] and is more fully described at Annex F attached.

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| Summary description of the Project  [Insert Summary description] |

This correspondence constitutes a Grant Offer Letter. This letter will form an integral part of the Grant Agreement. The offer is subject to the provisions, limitations and conditions set out below and in the DfE general grant terms and conditions.

I am pleased to inform you that the Department is willing to offer your organisation funding of up to £ (Insert grant allocation in number) for the period from <Insert start date of project> to <Insert end date of project>.

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| <Note: If this grant is for multiple financial years, in addition to the total value of funding over the funding period, you must set out the individual value of funding for each and all financial years.  Support across an Academic year will normally cross multiple financial years.  Where funding is for multiple financial years, **ADD** this condition.  <The funding amounts for year 2 and beyond are *indicative*. Year two and beyond amounts are dependent on successful delivery of agreed outcomes. > |

This offer is subject to the terms and conditions set out below, and to the attached Department for Education general [Grant Terms and Conditions](https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions)[[1]](#footnote-1) <in all cases attach T&Cs to this Grant Offer Letter >. You should read all annexes and general T&Cs carefully before accepting the offer of funding. Failure to observe these terms and conditions may result in the funding being withdrawn.

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| **Project specific conditions**  The grant is awarded under the additional following general conditions specific for this project:  [Insert additional general condition 1]  [Insert additional general condition 2 and so on] |

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| [Please note if there are no additional specific conditions, you can delete this table.  (Please remove this box and text within it before sending out to the grant recipient) |

**Complying with new Government policies**

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

(Please amend this text where you have obtained prior approval, through EC Controls for grant expenditure on the listed categories of spend before sending out to the grant recipient).

In addition to providing a signed copy of this agreement, you are then requested to follow the instructions on Bank Account Details (Annex B) and provide your organisation’s bank account details. This will allow us to set your organisation up on the Department’s payment system to receive the grant. Payment claims can only be sent to the DfE once the Grant Agreement has been signed and any pre-disbursement conditions have been met. Payments will be disbursed into the bank account number provided through the DfE suppliers’ bank details process provided by the [Insert name of grant recipient].

Please note that any delays in returning the documents could result in a delay to the grant payment.

The Grant Manager for this Project at the <insert name of your team> is [insert name and e-mail of grant manager]. We look forward to working with you to bring about the rapid signature of the Grant Agreement.

**ACCEPTANCE OF OFFER**

If you wish to accept this offer of a grant, please sign both copies of the enclosed grant funding agreement [Annex A] in the space provided and return one of them to <NAME> by post, on or before <Date>. Please retain the other copy for your records. You must accept this grant offer and the conditions made in it in writing no later than 10 Business Days from the date of this letter.

(Please amend this timescale when you have obtained confirmation by when the agreement must be returned.

NB If the signed agreement is not return; the grantee should be made aware the offer would lapse.)\*delete from final version

If you cannot return the acceptance by the specified date, please contact me before that date to explain the reasons. Otherwise, we will assume that the offer has been refused, and it will be withdrawn without further correspondence.

Yours sincerely,

[Insert name of Grant Manager]

For and on behalf of [Department Name]

[Insert name of Policy Team]

[Insert name of Directorate]

[Insert address]

Web: [Insert department’s web address and .gov.uk address page]

This Grant Funding Agreement is made between:

(1) The Secretary of State for Education and

(2) [Name of the body]

This Agreement comprises the Grant Offer Letter, project specific conditions, where relevant, any annexes to this letter and general [Grant Terms and Conditions](https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions)[[2]](#footnote-2).

This letter must be read in conjunction with general conditions of grant and these relevant annexes:

Annex A - Acceptance of Grant Offer and effective date

Annex B - Bank account details

Annex C - Claiming Grant in Arrears

Annex D - Claiming Grant in Advance

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)

Annex H - Grant Payment schedule

Annex I - Sample Exit Plan

Annex J - Sample Progress Report Template

Annex K - Generic Standard GDPR Clauses:

* Schedule 1 - Processing, Personal Data and Data Subjects
* Schedule 2 - Schedule for Joint Controller Agreements

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# Annex A - Acceptance of Grant Offer and effective date - [insert programme/activity and Jagger number, also known as the Commercial Reference Number.]

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

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| 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 |  |

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

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| User Note: Grant Recipient to sign and date one copy of this *letter of offer* and retain it for their records. Grant Recipient to Sign and date another copy of this letter and return to the grant manager. The Grant Manager or whoever has the relevant authority should sign and date Annex B. A copy of the signed Grant Offer letter should be returned to the Grant Recipient. |

# Annex B – Bank account details - [insert programme/activity and Jagger number, also known as the Commercial Reference Number.]

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

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| Starting 1 January 2018 the process for adding or amending existing Supplier or Provider's bank details or other information to the DfE ERP system has changed. The new procedure and associated new forms:  <https://www.gov.uk/government/publications/dfe-suppliers-bank-details-forms> |

# Annex C - Grant claim form for [\*insert name of the body\*] Claiming Grant in Arrears - [insert programme/activity and Jagger number, also known as the Commercial 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] | £ |
|  |  |
|  |  |
|  |  |
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|  |  |
| 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 eligible expenditure already incurred;
* the information I have provided in this form is complete and correct, 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 D – Not used.

Annex E - Not used

# Annex F – (*Note to bidders, this shall be Appendix A to the specfication – your proposal submitted in response to the tender.*

Table 3 is unused.

# Annex G (i) – Annual Certification of Expenditure

*Note to bidders, where you are an independent school, Grant-Holders shall complete Annex G (i). Where bidders are a public entity, Grant-Holders shall complete Annex G (ii).*

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 Jagger number, also known as the Commercial 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 value of grant awarded £XX] for the year ending [insert date] was paid. From this grant the [insert name of grant recipient] incurred [insert amount of funding actually spent by the grant recipient £XX] and this 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.

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| OPTION A  [Include this paragraph if requesting Limited assurance]. ]\*delete from final version.  Nothing has come to our attention that causes us to believe that the accompanying [the schedule] has not been prepared in all material respects in accordance with the grant funded activities. |

This report is made solely to [Insert name of the body] to be produced to the DfE. Our work has been undertaken so that we might state to [Insert name of the body] those matters we are required to state in a report and for no other purpose.

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 G (ii) – Statement of Grant Usage

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| \* [The letter is to be reproduced on headed paper of the local authority or maintained school] |

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| \* This section is an alternative to Annex G (i) and is to be used where the grant recipient is a Local Authority or maintained school. |

Notes for completion:

1. The Grant Recipient shall prepare a Certification of Grant Usage for the Grant Period [Insert start and end dates].
2. This comprises three parts:
3. Certificate of Grant Usage.
4. Statement of Expenditure; and
5. Report confirming Delivery.
6. The Grant Recipient shall submit the forms to the Department no later than 28, twenty eight days from the end of the Grant Period.

a) Certificate of Grant Usage

|  |  |
| --- | --- |
| Name of organisation | Insert Name of Grant Recipient |
|  |  |
| Approved Project title | Insert Project name |
|  |  |

* The total Grant amount of £insert figure was exclusively used for the purposes set out in the agreement between the Grant Recipient and the Department, dated insert date of our letter.
* A report on the activities funded by the Grant Funding will be submitted to the Department, confirming that the grant outputs have been delivered to a satisfactory standard and the expected benefits that have accrued or will accrue. The report will be provided within 28 days after the completion of the funding of the insert project name. For the avoidance of doubt this report is the output of the Impact evaluation plan in the specfication.
* A final financial statement detailing the use of the Grant Funding will be provided in section b – Statement of Expenditure. This is a summary statement of all invoices and receipts and expenditures connected with the above Project. The organisation’s financial systems that recorded the income and expenditure of this Grant have provided sufficient internal control for the purposes of this certification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  | | | |
|  | | | | |
| Name |  | | Date |  |
|  | | | | |
| Position |  | | | |
|  | | | | |
| Organisation address | |  | | |
|  | |  | | Postcode |
| Initialled by Organisation’s Chief Financial Officer/ Auditor | | | |  |

b) Statement of Expenditure

|  |  |  |
| --- | --- | --- |
| Name of Organisation | Insert Name of Grant Recipient | |
| Name of Approved Project | Insert Project name | |
| Expenditure Type | | (£) |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| TOTAL EXPENDITURE | |  |
|  | | |
| Paid for as follows | | (£) |
| Matching funding | |  |
| Other funding | |  |
| TOTAL | |  |
| Under spend on Grant (if applicable) | |  |

c) Report confirming Delivery

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| (setting out how the funding has been applied detailing all relevant outputs.) |

# Annex H – Proposed Grant payment schedule - [insert programme / activity and Jagger number, also known as the Commercial Reference Number.]

*Note to bidders* *for seed grants only pyment shall be made in March or April 2020 – to be confirmed at Grant Award.*

*For expansion grants, this shall be in accordance with Part 4 of the Bididng guidance.*

# Annex I – Not used.

# Annex J – Sample Progress and evaluation report

# *Note to bidders, this shall be in accordance with Annex F.*

Section 4: Declaration

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[name],\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[position] declare that the information provided in this progress report is true and correct to the best of my knowledge. I understand that any omission or false statement may result in the grant being terminated and previous payments recovered, or future grant applications refused.

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| Signed |  |
| Date |  |

**Annex K – Generic Standard GDPR Clauses**

**Processing, Personal Data and Data Subjects**

**Guidance**: You may need to vary this section where (in the rare case) the Department and Contractor have a different relationship. For example where the Parties are Joint Controller of some Personal Data. Include the following 2 highlighted paragraphs for Joint Controller relationships.]

Notwithstanding Clause 50.1 of the Grants Terms and Conditions, the Parties acknowledge that they are also Joint Controllers for the purposes of the Data Protection Legislation in respect of: [Insert the scope of Personal Data which the purposes and means of the processing is determined by the both Parties

In respect of Personal Data under Joint Control, Clause 50.1-50.14 will not apply and the Parties agree to put in place a Joint Controller Agreement as outlined in Schedule 2 instead.

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller’s Data Protection Officer are: [Insert Contact details]
2. The contact details of the Processor’s Data Protection Officer are: [Insert Contact details]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

|  |  |
| --- | --- |
| Description | Details |
| Identity of the Controller and Processor | The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Grant Holder is the Processor in accordance with Clause 50.1. |
| Subject matter of the processing | *[This should be a high level, short description of what the processing is about i.e. its subject matter of the contract.*    *Example: The processing is needed in order to ensure that the Processor can effectively deliver the contract to provide a service to members of the public.]* |
| Duration of the processing | *[Clearly set out the duration of the processing including dates]* |
| Nature and purposes of the processing | *[Please be as specific as possible, but make sure that you cover all intended purposes.*  *The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) etc.*    *The purpose might include: employment processing, statutory obligation, recruitment assessment etc]* |
| Type of Personal Data | *[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc]* |
| Categories of Data Subject | *[Examples include: Staff (including volunteers, agents, and temporary workers), Departments/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc]* |
| Plan for return and destruction of the data  once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | *[Describe how long the data will be retained for, how it be returned or destroyed]* |

1. https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions [↑](#footnote-ref-1)
2. https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions [↑](#footnote-ref-2)