



## Grant Decision & Acceptance Declaration

We are pleased to confirm that your grant request for [Grant Amount] in support of [include brief description of grant purpose] has been accepted in full/in part to the sum of [insert amount in part].

To confirm, the following are your obligations in receiving the grant;

1. You must confirm receipt of the funds.
2. It may only be spent for the purposes for which it was given.
3. Any unused portion of the grant is to be returned to the charity.
4. Report back on how the grant was spent.
5. Any supporting evidence required, such as receipts.
6. Reporting back on the impact the grant had.

We require items 4 and 5 to be provided within 30 days of the money being spent, and item 6 within 3 months of the same.

Assuming you are happy to accept the above obligations and receive the grant from our Foundation, please sign the declaration below and return a copy of this to us to: [wingatefoundation@wingatebs.com](mailto:wingatefoundation@wingatebs.com) or The Wingate Foundation, 2<sup>nd</sup> Floor Quadrant House North, 61-65 Croydon Road, Caterham, Surrey CR3 6PB.

### Declaration

I/We are delighted to accept the grant of [Grant Amount] from The Wingate Foundation in support of [Brief Description of Grant Purpose].

I/We hereby declare that we will:

- Use the grant funds exclusively for the purpose(s) outlined in the grant agreement.
- Adhere to all obligations set out in the grant decision notice above, within the confirmed timescales.
- Maintain accurate financial records of grant expenditure.
- Acknowledge The Wingate Foundation as a funding partner in any publications or promotional materials related to the funded project.

Signed:..... Date:.....

Name:..... Position/Title:.....