

[●] [*Name of Addressee*]

[*Date*]

Dear [●],

**RE: [●] grant request**

We are very pleased to inform you that Reset has now considered your application dated [●] for a grant in relation to [*name of Group*], and have agreed to award you a grant of £[●] for the purposes detailed in your application. This grant is intended to cover the period from the date of the release of the grant funds to the date falling six months thereafter.

In order to process your payment we need you to complete and return the attached Grant Conditions and Acceptance form to acknowledge your acceptance of this grant. Please ensure you keep copies of this for your own records.

Reset is committed to learning about the difference our grants make. We therefore require a report six months after the release of the grant funds, outlining how the grant has been spent.

I would also like to confirm that Kate Brown and Monika Kruesmann will be managing the grant with [●]. If you have any queries regarding this letter or your grant, then please do get in touch.

Yours sincerely,

xx  
Director  
Reset

Reset ('we' or 'us') has decided to award a Grant of £[●] (the 'Grant') over six months from [●] to [●] (the 'Grant period') to [*name of Addressee*] ('you') to fund the specific purposes as set out in your original application for a grant dated [●].

WE AWARD THE GRANT TO YOU, SUBJECT TO YOU COMPLYING WITH THE FOLLOWING CONDITIONS:

1. Use of Grant

- 1.1. The Grant must only be used for the purposes for which it is awarded, as set out in our 'offer of grant' letter. The Grant must only be used for charitable purposes.
- 1.2. If the Grant is for a salary, the person appointed must be recruited through a fair and transparent recruitment process.
- 1.3. If there are unspent funds at the end of the Grant Period, you must notify us. Proposals for the use of unspent funds must be (i) for a purpose that fits with the overall aims of the original Grant, and/or (ii) a donation to a charity registered in the UK which has similar or complementary aims to you or which aims to advance the resettlement of refugees in the UK.
- 1.4. Requests for further funding must be the subject of a new request and will be subject to another decision by Reset.

2. Payments

We will pay you once we receive a signed copy of this Grant Conditions and Acceptance and have received the amount of such funding from our funders, the Shapiro Foundation (our "Funders").

3. Reporting

- 3.1. A final report on the use of funding for which the grant was given must be submitted by you to Reset when the expenditure is completed. This reporting format will be supplied by the Reset Directors, on behalf of Reset.
- 3.2. You must keep reasonably detailed records of how the grant is used.

4. Communications, visits and learning

- 4.1. We may wish to meet with you to help us to monitor the use of the grant and to support our learning about the grants we make. We will provide you with reasonable notice if we wish to undertake a visit and you must provide reasonable assistance with the visit, including access to your premises and records at reasonable times.
- 4.2. In addition to monitoring visits, we may approach you to assist with publicity or project visits, and co-operation with requests would be appreciated where possible.
- 4.3. We may cite your organisation in our communications about our work. We will endeavour to alert you whenever this seems appropriate, but this may not always be possible.
- 4.4. Knowledge and learning that emerges from projects we fund will be shared with others in an open source way.

5. Suspension or termination of Grant

- 5.1. We have the right to suspend indefinitely or terminate any Grant payment by notifying you in writing if any of the following circumstances occur:

- any of these conditions of grant are not met; or
  - we reasonably believe that:
    - any of the Grant payments may have been used fraudulently or in any other unlawful way;
    - you are no longer able to comply with these conditions of Grant; or
    - anyone connected with the funding has done anything which could reasonably be expected to bring Reset into disrepute.
- 5.2. If we suspend Grant payments, you must assist us with our reasonable investigations. We reserve all our rights during any suspension, including the right to terminate the grant payments. Whilst Grant payments are suspended, you must not use any unspent grant without our prior written approval.
- 5.3. If we terminate the Grant payments, you must promptly return any unspent Grant to us and complete a final report (see the reporting requirements for details). We reserve the right to take action to recover grant payments already paid to you.

6. Indemnity

You agree to indemnify and hold us and our Funders harmless against any and all claims, liabilities, losses and expenses that we and our Funders incur, whether directly or indirectly, in connection with any act or omission in relation to any activities enabled by this Grant or otherwise in respect of the use of the Grant, except to the extent that they are caused by our gross negligence.

This form must be signed below by a member of staff who is authorised to accept this grant and returned to us. Please keep a copy for your own records.

RECIPIENT accepts the grant and will abide by the above conditions.

Signed:

Date:

Name:

Position:

Please complete with your Bank Details (if not already provided at registration stage, or to the extent that they have changed):

Bank Name:

Bank Account Name:

Bank Account Number:

Sort Code:

Bank Address: