

The Lemford Foundation

(CIO, Registered Charity Nr. 1200034)

Contact Person & Address

X
X
X
X
X
X

Date: ???????????

Dear ????????????

This letter confirms our grant commitment, key details of which are outlined below. The grant is provided on the basis that you adhere to *The Lemford Foundation's* funding terms and conditions as laid out on the second page of this letter.

Name of project:
Location:
Duration:
Grant amount approved:
Grant phasing agreed (if Applicable):
Summary of what the approved Grant amount is for:

We ask you to kindly report on the progress of this project using the reporting templates provided by *The Lemford Foundation* according to the schedule below. We also encourage you to actively communicate with us if any problems or challenges are encountered to enable us to try to find appropriate ways forward together. Please note that we may be unable to transfer further grant payments if we have not received the reports required:

*Please note that quarterly reports may not necessarily be required.
A schedule will be inserted here if they are required. In any event a Final Grant Report will be required and this is detailed in the following section.*

We look forward to working with you.

Yours sincerely,