

SAMPLE SIMPLIFIED GRANT FORMAT

Mrs. Grace Smith
Executive Director
ABC Organizations
123 Capital City

SUBJECT: Grant No.

Dear Mrs. Smith:

In response to your request for assistance dated July 1, 2009, I am pleased to award to the ABC Organization this grant in the amount not to exceed \$154,200 as a contribution to your Sustainable Fisheries program for the Coral Reef Ecosystem during the period October 1, 2009 to September 30, 2011. We understand that the ABC Organization will contribute goods and services valued at approximately \$22,400 to the program.

Funds provided under this grant may be utilized to reimburse your organization for actual incurred costs of \$154,200 required to complete the program. Requests for reimbursement shall be made to the Controller, USAID, Box 1, Capital City.

By accepting this grant the ABC Organization agrees to:

1. Document that reasonable steps were taken to ensure that all purchases charged to the grant are at reasonable prices and from responsible sources;
2. Maintain complete records of all costs charged to the grant for a period of three years after the expiration of the grant and make such records available to USAID or its representatives for review at any time; and
3. At USAID request, refund to USAID any funds received from USAID that represent reimbursement for any costs determined by USAID not to meet the terms and conditions of this grant.

USAID does not assume liability for any third party claims for damages arising out of this grant. USAID may terminate this grant upon 30 days written notice.

Please sign the original and each copy of this letter to acknowledge your receipt of this grant and return the original to the Grant Officer.

Sincerely yours,

Agreement Officer
USAID

ACKNOWLEDGED:

ABC Organization

By: _____

Title _____

Date: _____

Accounting Data:

Req No.

Appropriation No.

BPCC:

Obligation No.