«Name\_of\_Recipient»
«Address\_1»,

«Address\_2»

Reference; Award letter for CGA ref/Org

Dear xxxxxxx,

We are pleased to confirm that Elrha has agreed to award your proposal with a grant from the xxxxxxx call as part of Elrha’s xxxxxxx Programme.

This letter should be considered an Award Letter issued under our Framework Agreement already signed with your organisation and dated ####.

The Framework Agreement sets out the basic definitions used below, and forms an integral part of the conditions that relate to this project. Details and conditions specific to this award can be found below.

1. **Project Funding**

The total Project Funding for this award is £xxxxxxx

1. **Donor**

The funding provided under this Award letter is funded from grants made to the Grantor by «Donor\_Names» (Colletively, the “Donor”).

1. **Term**

Unless terminated earlier under the Framework Agreement or extended by mutual written agreement, this Award letter shall have effect from the «Effective\_Date» and shall expire on the «Grant\_End\_Date».

The Project end date is xxxxxxx

1. **Reporting**

The Recipient must submit the following reports in the requested formats as required below on the relevant submission dates as specified in the table below:

* 1. a narrative and financial report every «narrative\_and\_financial\_report\_evey\_mon» months from the date of this Agreement;
	2. a draft final narrative and financial report three months before the Project End Date;
	3. An Asset Register 14 days before the Project End Date; and
	4. a final narrative, financial report and other agreed outputs on the Grant Agreement End Date.

**Reporting dates**

| Stage | Type of report | Reporting Period | Submission Date |
| --- | --- | --- | --- |
| Interim 1 | Narrative and Financial  | [«Interim\_1\_reporting\_period»] | [«Interim\_1\_Submission\_date»] |
| Interim 2 | Narrative and Financial (RISK REG) | [«Interim\_2\_Reporting\_period»] | [«Interim\_2\_Submission\_date»] |
| Draft Final | Narrative and Financial | «Draft\_Final\_reporting\_period» | [«Draft\_Final\_Submission\_Date»] |
| Miscellaneous  | Asset Register | Full project period | «Asset\_Reg» |
| Final | Narrative, Financial, Asset Register, other agreed outputs | Full project period | [«Final\_Submission\_date»] |

* 1. The Recipient must include an initial Project risk assessment in the Project Proposal or supply one within one calendar month from the date of the first grant payment made to it by the Grantor plus annually throughout the Project in the form set out at Appendix 4 (Annual Risk Assessment Template).
1. **Fund transfers**

5.1 The Project Funding will be paid by the Grantor to the Recipient in Sterling in xx tranches:

* + 1. the first tranche amounting to «First\_tranche\_»% of the total amount will be paid within 21 days of the date of both parties receiving the fully executed Award letter;
		2. the second tranche amounting to «Second\_Tranche\_»% of the total amount will be paid within 21 days of acceptance of the «Interim\_report\_number\_for\_second\_paymen» interim financial report;
		3. the third tranche amounting to «Third\_Tranche\_»% of the total amount will be paid within 21 days of acceptance of the final reports; [and]
		4. [«final4th\_tranche»],

provided that:

* + - 1. the Grantor has received such commitments from the Donor; and
			2. the Recipient has complied with and is not in breach of the terms of the Framework Agreement.
	1. The Grantor’s payment obligations will be reduced if more than 75% of the preceding payment has not been spent or contractually committed in full as at the date on which the next payment is due. Such deduction shall be equivalent to the unspent and/or uncommitted amount.
1. **Donor Conditions and Policies**
	1. The Donor’s Conditions form part of this Award Letter and the Recipient must comply with them to the extent they are applicable. If there is any difference and/or conflict between the terms of the Framework Agreement and the Donor’s Conditions (as amended from time to time), the Donor’s Conditions will prevail. The Donor’s Conditions can be found in Appendix 5 to the Award Letter
2. Media, Publicity And Use Of Logo
	1. The Recipient will:
		1. 12.1 The Recipient will comply with the Communications Guidelines as set out in Appendix 2 (Communication Guidelines);
3. **Licence**

The Recipient hereby grants the Grantor and the Donor a non-exclusive, royalty-free, irrevocable licence to use, copy, modify, sub-license and distribute the Foreground IPR, including any Intellectual Property Rights in the Deliverables for any purpose (the “**Licence**”).

1. **Key contacts**

For this Award the key contacts are as follows:

Principle Investigator for this award is xxxx

Programme Manager for this award is xxxxx

Grantor Contactxxxx

Programme contact;xxxx

1. **Proposal**

Annex 1 for the Award letter is the proposal which has been awarded the grant, any proposed changes to this must be discussed with Elrha before they are actioned, for more information review clause 10.1.5 in the Framework agreement.

***All provisions and clauses contained in the Framework Agreement and Annexes signed the XXXXXX remain unchanged.***

***Having read this Award letter in all its parts, and aware of its legal effects, the Parties declare to approve the grant and sign.***

***Name, Surname***

***Position***

***Name of Recipient***

***Address 1***

***Address 2***

***Anna Skeels/Anne Harmer***

***HIF Programme Manager/R2HC Programme Manger***

***Save the Children Fund***

***1 St John's Lane***

***London EC1M 4AR, United Kingdom***

***Appendix***

***Annex 1) Proposal***

***Annex 2) Narrative reporting templates***

***Annex 3) Budget and Financial reporting***

***Annex 4) Communication guidelines***

***Annex 5) Donor conditions***