



GRANT PROPOSAL

You can enter the company slogan here

PREPARED FOR:

ACME Company - (123) 1234567 - info@acmecompany.com
1503 Ocala Street, Lagrange, OH, 44050

COVER LETTER

Dear _____,

ABC Company, Inc. kindly presents this Grant Proposal for your review.

ABC Company Inc. was founded in 2001 with the aim of contributing to the construction design industry with its highly skilled team and broad vision. Our construction designs and services are first-rate, superior, and award-winning. We love innovative, inspirational, and intellectual construction designs. We provide services with integrity, discipline, and excellence.

We have several clients nationwide since 2001. Our client's industries are mainly residential, corporate, hotels, restaurants, and retails.

We have a team of builders, architects, interior designers, engineers, electricians, and carpenters in our company.

In this proposal, you'll see information about ABC Company Inc., our goals, objectives, mission, vision, and project details.

We look forward to doing business with you.

Sincerely,

John Smith

Client Operation Manager

ACME Company

(123) 123-4567

john@acmecompany.com

www.acmecompany.com

COVER LETTER

ABOUT US

We are ABC Company Inc. and our company was founded in 2001. Our construction designs and services are first-rate, superior, and award-winning. We love innovative, inspirational, and intellectual construction designs. We provide services with integrity, innovation, and excellence.

We have several clients nationwide since 2001. Our client's industries are mainly residential, corporate, hotels, restaurants, and retails.

We have a team of builders, architects, interior designers, engineers, electricians, and carpenters in our company.

MISSION

Committing to provide exemplary construction services to our clients in a timely manner. To continue enhancing our construction process to produce a safe and well-designed product.

VISION

To provide construction services with integrity, innovation, and excellence.

MEET THE TEAM

Mark Richardson

Chief Executive Officer

Marilyn Cook

Chief Technical Officer

John Smith

Chief Financial Officer

Allison Woodward

Project Director

Joe Perry

Project Executive

Jane Doe

Project Manager

PROJECT DETAILS

INTRODUCTION

Name of the Project

Description of the Project

Start Project Date

Target Completion Date

Purpose of the project

TIMELINE

Activity/Description

Start Date

Targeted End Date

PROJECT DETAILS

GOALS & OBJECTIVES

BUDGET ALLOCATION

	Description	Amount Needed (\$)
1		
2		
3		
4		
5		
6		

Budget Total:

Prepared By

Signature

Approver

Signature

Date Signed

Date Signed

TERMS AND CONDITIONS

1. Use of Grant

a. In the event that this grant proposal herein is mutually agreed on, the copy of the Grant Proposal must be returned to ABC Company, Inc. immediately, having been signed by an authorised officer of your organisation. By signing it, the parties confirm that to the best of their knowledge the information given in the Grant Proposal is accurate and agree that both ABC Company, INC. and _____ will adhere to these terms and conditions.

b. The grant shall be used only for the purposes outlined in this Grant Proposal as approved by _____. If the grant is restricted to certain items, it shall be made clear in this Grant Proposal herein. If ABC Company, INC. is unable to use the grant for the specific purpose for which it was intended, it shall be required to repay the grant in full.

c. No portion of the grant (or income earned on granted funds) may be allocated towards activities which harm public health and safety. All funds must be used for exclusively within the scope of the purposes stated in this proposal.

d. _____ acknowledges that projects sometimes change as they develop. If any significant changes need to be made to the project's scope or scale, before or during implementation, or if the project's timetable is delayed, ABC Company, Inc. must discuss this with _____ in advance, and obtain written approval for any variations.

f. The project must start within twelve months of the approval date of the Grant Proposal Letter (unless otherwise agreed by _____ in writing). ABC Company, Inc. must contact us immediately if the project is delayed for any reason.

g. The grant must be spent on the agreed project within the time specified in the Grant Proposal (unless otherwise agreed by _____ in writing). On completion of a project, any unspent portion of the grant must be returned to us immediately. If, once ABC Company, Inc. have received the money, ABC

Company, Inc. envisage the timescales of the project changing, ABC Company, Inc. must contact _____ immediately to explain the situation and request written approval for any extension of the term of the grant.

h. _____'s liability in relation to the project is limited to payment of the grant.

2. Reporting

Progress reports must be provided. Evidence of project delivery is a requirement of the grant. Progress reports are required at six-monthly intervals from the date that this Grant Proposal is mutually agreed on, until completion of the project.

These timescales must be adhered to, and _____ may legitimately ask for more frequent reports in some circumstances.

_____ also requires confirmation of the expenditure funded by the grant.

3. Communications/Transparency

a. An acknowledgement of the source of the grant shall appear in the annual report and accounts and in publicity or literature concerning the project that have funded, unless otherwise agreed.

b. ABC Company, Inc. will consult _____ in advance in relation to any other public acknowledgement of _____'s support for the project, for which prior written approval will be required.

c. Unless otherwise agreed, ABC Company will use its CET logo in accordance with their guidelines.

5. Intellectual Property and Confidentiality

a. Any part of the grant or any rights relating to it shall not be transferred or assigned to another organisation or individual.

b. Parties must ensure that they have appropriate security measures in order to protect the personal data they hold.

6. Suspension or Termination of Grant/Repayment of Grant

If the parties does not meet the requirements set out in this document _____ may reserve the right to suspend the payment of the grant if ABC Company, Inc. becomes insolvent or go into administration, receivership or liquidation; become legally ineligible to hold the grant; if the project for which the grant was awarded has not been completed; or if funds have not been fully spent.

Prepared By

Approved By

Signature

Signature

Date

Date



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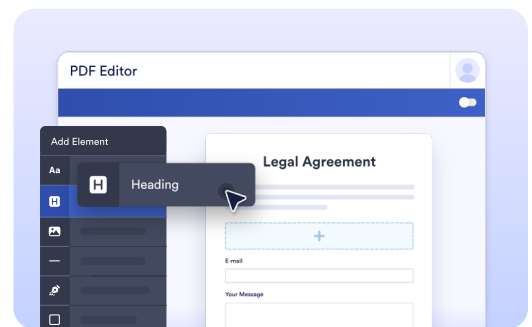
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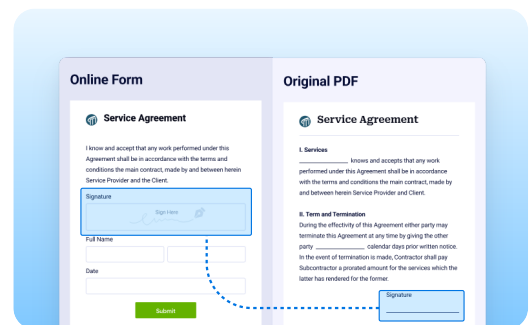
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