**TEMPLATE LETTER -** Letter of Third Party Undertaking

This letter is for use by third party organisations who are willing and able to hold grant funds awarded by Heart of Bucks on behalf of non-constituted grant applicants.

**Instructions:**

This letter should be provided on letter headed paper, dated and signed by an appropriate person in the third party organisation who is authorised to give an undertaking on behalf of their organisation.

On behalf of [name of third party organisation] I am writing to confirm that we are willing and able to hold grant funding awarded to [name of grant applicant organisation] in connection with their work described below.

[insert brief description of service/activity to be carried out]

We understand that the grant awarded many only be used for this purpose, unless otherwise indicated by Heart of Bucks.

We undertake to hold any such grant awarded on behalf of [grant applicant organisation] and to release the funding to that group promptly when requested for use on the above service/activity.

We confirm that we have appropriate systems of financial control in place. (As a minimum, a segregation of duties should be in place where the person making the payment is different from the person who has approved the payment.)

We confirm that we are not making a charge to the grant applicant for provision of this service.

We confirm that we will provide a statement regarding the discharge of funds and will return any unspent grant monies, on request from Heart of Bucks.

Signed [Signature]

Name [Print Name]

Role [Position in organisation]

Date [dd/mm/yyyy]