**TEMPLATE LETTER** - Letter of Confirmation of Spend on Staff/Volunteer Costs

This template letter is for use by organisations who have been awarded grant funding for staff/volunteer costs by Heart of Bucks, as evidence in their End of Grant Monitoring Reporting.

Instructions:

This letter should be provided on letter headed paper, dated and signed by an appropriate person in the organisation with responsibility for finance (i.e CEO/Head of Finance/Treasurer) and who is authorised to give an undertaking on behalf of their organisation.

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Re: Heart of Bucks Grant – Staff/Volunteer Costs

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| --- | --- | --- | --- |
| **Amount £** | **Staff role** | **Period of time** | **Project** |
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On behalf of [name of organisation], I am writing to confirm that we have allocated and spent the grant funding of £\_\_\_\_[grant value awarded for staff costs] awarded to [name of grant applicant organisation] on staff/volunteer costs in connection with the projects described below.

Signed [Signature]

Name [Print Name]

Role [Position in organisation – CEO/Head of Finance/Treasurer]

Date [dd/mm/yyyy]