

Additional Help: 308
File Name: 308saa_02052004_CD35
Revision: 01/23/2004
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**Sample Cover Letter and Schedule for
Grants to Public International Organizations**

Mr. John Doe
(Title)
(Organization)
(Address)

(Date)

Subject: Grant No. _____

Dear Mr. Doe:

Under the authority contained in the Foreign Assistance Act of 1961, as amended, the U.S. Agency for International Development (USAID) hereby grants to (Organization)(the Grantee), the sum of \$_____ to provide support for a program in _____ as described in Attachment 1 (the Schedule) of this grant and in Attachment 2, entitled "Program Description."

This grant is effective and obligation is made as of the date of this letter and will apply to expenditures made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending _____.

This grant is made to the Grantee on condition that the funds are administered in accordance with the terms and conditions as set forth in Attachment 1 (the Schedule); Attachment 2 (the Program Description); and Attachment 3 (the Standard Provisions); all of which have been agreed to by your organization.

Please sign the original and all enclosed copies of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to me.

Sincerely yours,

Grant Officer

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:
(Organization)

BY: _____
TITLE: _____
DATE: _____

FISCAL DATA

For AID/W Actions:

Appropriation: _____
Fiscal Year: _____
Fund Account: _____
Obligated Amount this Action: _____
Total Obligated Amount: _____
Total Estimated Amount: _____
Paying Office: _____

For Mission Actions:

Appropriation: _____
Budget Plan Code: _____
MAARD No.: _____
Strategic Objective No. _____
Total Obligated Amount: _____
Total Estimated Amount: _____
Paying Office: _____

Attachment 1: Schedule

A. Purpose of Grant

The purpose of this grant is to provide support for (title of program), as more specifically described in Attachment 2 (the Program Description) of this grant.

B. Period of Grant

1. The effective date of this grant is _____. The expiration date of this grant is _____.

(For incrementally funded grants add the following sentence:)

2. Funds obligated hereunder are available for program expenditures for the estimated period from _____ to _____ as shown in the Grant Budget below.

C. Amount of Grant and Payment

(For fully funded grants use the following:)

1. USAID hereby obligates the amount of \$_____ for purposes of this grant.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 (the Standard Provisions).]

- or -

(For incrementally funded grants use the following in place of the above:)

1. The total estimated amount of this grant for the period shown in B.1 above is \$_____.
2. USAID hereby obligates the amount of \$_____ for program expenditures during the period set forth in B.2. above and as shown in the Grant Budget below.
3. Payment will be made to the Grantee in accordance with the procedures set forth in Attachment 3 (the Standard Provisions).
4. Additional funds up to the total amount of the grant shown in C.1. above may be obligated by USAID subject to the availability of funds, the mutual agreement of the parties to proceed, and the requirements of the Standard Provision of the Grant entitled "Revision of Grant Budget."

D. Grant Budget

The following is the Grant Budget. Revisions to this Budget may be made only in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget."

	<u>Grant Activity</u>	<u>USAID Contribution</u>	<u>Other Sources</u>	<u>Total</u>
1.				
2.				
3.				
4.				
5.				
6.				

Total \$ _____

E. Reporting and Evaluation

(Describe both fiscal and technical reporting requirements and evaluation criteria and schedules. Specify the address to which each report is to be delivered.)

The Grantee must prepare and submit a copies of the final report required by this grant to the Bureau for Program and Policy Coordination, Development Experience Clearinghouse PPC/DEI). E-Mail all documents to docssubmit@dec.cdie.org. If you wish to mail the documents, you may do so to:

Development Experience Clearinghouse
8403 Colesville Road, Suite 210
Silver Spring, MD 20910

or you may fax it to (301) 588-7787.

The title page of all reports forwarded to USAID must include a descriptive title, the author's name, grant number, the project number and title, the grantee's name, the name of the USAID office, and the publication or issuance date of the report.

F. Special Provision

(Use this paragraph to delete inapplicable Standard Provisions and to add provisions of special applicability as necessary, such as waivers, authorized local cost financing, title to property, source and origin requirements, and any alterations to the Standard Provisions that have been approved as deviations.)

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