

Department for Transport
33, Horseferry Road
London
SW1P 4DR

[Address of the recipient]

Our reference:

Dear [add name]

Grant Offer Letter – [add title]

Thank you for your application dated [XX Month 2023] for the above Grant Funding for the purpose of [add text] .

Your application has been assessed against the priorities and criteria as set out in the scheme guidance and application form. We are pleased to inform you that, on behalf of the Secretary of State for Transport, we are offering your organisation, [add name], a grant with a maximum value of [**£value** (Value in word format)] only.

The award of this Grant Funding Offer and its terms and conditions are set out in the Grant Agreement in the Annex to this letter. You should read the Grant Agreement carefully before accepting the offer of funding.

ACCEPTANCE OF OFFER

If you wish to accept this offer on the conditions specified, please sign and date the Grant Agreement and return to [add DfT or delivery partner] within [10 days] from receipt.

Yours sincerely

Add name

For and on behalf of the Department for Transport

Web: <https://www.gov.uk/government/organisations/department-for-transport>

Annex