**How to accept your grant – checklist.**

*To accept the Friends Provident Foundation grant and the Terms and Conditions of Grant that underpin it, please send us the following documents*

☐ A completed signed copy of the Standard Terms and Conditions. Please also keep a copy of this for your own records.

☐ A recent bank statement for the account you want us to pay your grant into. This should be no more than 3 months old and must match the bank details your outlined in your signed Terms and Conditions.

☐ A signed letter from a senior member of your organisation nominating a specific person authorized to act as our main contact for your grant.

☐ Confirmation that your annual accounts have not been updated since your application was submitted (or an updated copy if they have)

☐ Confirmation that your constitution or governing document has not been updated since your application (or an updated copy if they have)

☐ A completed project summary document – this will be used to add information about your project to our website and other publicity materials.

☐ A payment schedule outlining when you expect to claim your funding from us.