

Grant Completion letter

Date:

(Company)

(Address)

Subject: Successful Completion of Sub-project (Grant title.....)

Dear Sir/Madam,

DGM Nepal Project team congratulates upon your successful completion of the grant (Grant title). We appreciate your active support and participation during the implementation of the sub-project and commend you on your commitment for sustainable forest management and generating increased income activities along with increasing income in your community. Our records indicate that all the committed grant amount has been fully utilized and all the proposed activities has been completed.

We declare that the sub-project grant is closed, and any findings noted in your audit report will be the responsibility of the (Company name).

We congratulate you once again and look forward to working with you in the future.

Sincerely,

.....

Team Leader

1.1 Amendment or Time Extension Request Form

Grant Number:	
Sub-Grant Title:	
Grantee:	
Business Manager:	
Business Start Date:	
Business Completion date:	
Total Budget:	
Agreement date:	

The (*organization*) hereby requests sub-project grant Amendment

From:

To:

Time Extension:

From:

To:

Main reasons for amendment	
Sub-project grant budget expenses till date;	Grant : NRs Matching NRs
Proposed Activities for amendment;	
Newly proposed work plan/ schedule	
Please provide justification for amendments, provide specifics changes in sub-project.	
Please provide the details of revised budget	
Please provide plan to mitigate further sub-project delays along with other resources required to complete the sub-project.	

Signature

Name

Position