

Royal Academy of Engineering
Prince Philip House
3 Carlton House Terrace
London
SW1Y 5DG

{Awardee Name}
{Awardee Address}
Our ref: {Reference Number}

{Date}

{Grant Scheme} Letter of Offer

Dear *{Awardee Name}*,

The Royal Academy of Engineering (the "Academy") is delighted to confirm the success of your application to *{Grant Scheme}*.

The Academy's charitable mission is to deliver public benefit through engineering excellence. We work with our Recipients to achieve that mission and use the power of engineering and technology to build a sustainable society and an inclusive economy that works for everyone.

In the face of complex, evolving, and interconnected global challenges, we need engineers and technicians more than ever. In everything we do, we are guided by our [values](#):

- Progressive leadership
- Equity, diversity and inclusion
- Excellence for impact
- Collaboration first
- Creativity and innovation

In the spirit of those values, and with our funding awarded in accordance with our charitable mission, please see below your Letter of Offer details.

1. Award Details: *{fields displayed if relevant}*

Recipient:

Co-Applicant:

Host Organisation:

Partner Organisation:

Country/Territory:

Project Title:

Start Date:

End Date:

Duration:

Award Value:

Funder:

2. The Grant Agreement

The Grant Agreement, stipulating the terms and conditions of the Award, consists of the following documents:

- This Letter of Offer;
- The Conditions of Award (attached to this Letter of Offer);
- The [Royal Academy of Engineering Policy and Position Statements](#);
and
- *{Appendix as needed}*

Where there is any inconsistency between any provisions contained within the documents above, priority should be given in the order of the list of documents above.

Except where otherwise defined in this Letter of Offer, any terms defined in this Letter of Offer shall have the same meaning in the Conditions of Award, Appendices, and Policy and Position Statements.

The Award is conditional in all respects upon the formal acceptance of the Grant Agreement.

3. Value and use of Award

The Academy would like to provide an award of {Amount Awarded} (the "Award") to Awardee (the Recipient) as part of {Grant Scheme} to {objectives of the Scheme}. References to "you" or "your" refer to the Recipient. The Award is granted to enable you to support these objectives and must be used for the delivery of those Permitted Activities set out below and no other purposes.

The Permitted Activities shall include (and be limited to) those detailed in the Grant Application {Reference Number}, submitted {Date Submitted} and found on the Academy's [Application portal](#) or otherwise confirmed in writing by the Academy.

The Award is cash-limited and no supplementary funding will be provided by the Academy.

4. Start date and duration of the Award

Your award will commence on *{Start Date}* and is scheduled to end on *{End Date}*.

5. Payment of Award

Subject to the submission of the reporting detailed below and compliance with all required Permitted Activities and obligations, the Academy will process payments to the *{Recipient/Host Organisation}* for the following amounts on the dates shown.

Payment will be made against the banking details provided by the *{Recipient/Host Organisation}* and should arrive in your/their bank account within two weeks of the payment being processed. It is the *{Recipient's/Host Organisation's}* responsibility to inform the Academy immediately if the banking details change during the Award period.

Payment	Reference	Date	Value	Pre-requisite Reports, outputs or conditions
{Payment Title}	{Invoice Number}	{Date Invoice}	{£ Value}	{Pre-requisite description}
{Additional payment lines as needed}				
Total	{£ Amount Awarded}			

The Academy will not pay out money in advance of need. As such, the Academy reserves the right to pause the scheduled payments listed above in the event that delays to expenditure are reported, and until the Academy are satisfied that release of payments would not constitute payment in advance of need.

6. Reporting

You must submit reports and Financial Statements on the dates specified below via our [Grant Management System](#), please reach out to your Academy contact if you require assistance prior to the submissions date.

Report	Date
{Report Title}	{Due Date}
{Additional report lines as needed}	

7. {Grant Scheme} requirements (if relevant)

In order to achieve the objectives of *{Grant Scheme}* as a Recipient of the Award you are required;

{Bulleled funder requirements. Below are examples}

- *{To attend formal review meetings every two years with your wider project team}*
- *{To engage with the training programme, attending a minimum of two trainings per year}*
- *{To establish a new start-up or spin-out company with the primary purpose of fulfilling the Grant Activities}*
- *{To attend quarterly meetings with a Mentor appointed by the Academy}*
- *{To comply with the Enterprise Hub Code of Conduct}*
- *{To ensure a collaboration agreement is in place with all project partners by X}*
- *{Not to engage in any other paid work or to interrupt the Award to carry out other activities without prior written consent from the Academy. Consent is not required for a combined total of up to four hours per week for teaching, administrative duties, or consultancy work. Should any variation be agreed upon, the Academy may adjust the reporting and payment schedules}*
- *{To attend formal review meetings every year with a Mentor appointed by the Academy and liaise with the Mentor as required}*
- *{To comply with any ad hoc reviews requested by the Funder}*
- *{To submit in writing all results of the Grant Activities to the Funder promptly after the Award End Date}*
- *{Add other required activities}*

For salaried grants or when appropriate for the grant scheme, the Recipient is also entitled;

- *to take maternity, parental, paternity, or adoptive leave in accordance with the terms and conditions of your contract of employment. The Academy will extend the duration of the Award to account for the leave taken and adjust the Payment and Reporting schedules accordingly.*

The Host Organisation is required (only applicable to relevant Research programmes):

- *To maintain an adequate Business Continuity Plan to ensure that operational disruptions are minimised.*

The Host Organisation is also entitled (only applicable to relevant Research programmes):

- *To claim a proportion of the first six months of additional salary costs from the Academy for each separate maternity, parental, paternity or adoptive leave period. The proportion reimbursed by the Academy must be through application of the Host Organisation internal policies, pro-rated based on the proportion of salary funded by the Academy and less any statutory contributions. In exceptional circumstances the Academy will consider requests to reimburse at a higher proportion.*

8. Award title (if relevant)

The Award (and Recipient) should be referred to as {insert title} and this title should be used, in conjunction with any honorary title conferred by your Host Organisation, for the duration of the Award.

9. Promotion of the Award

During the Award Period, you are asked to acknowledge clearly in all communications and publications the Royal Academy of Engineering and {Funder} in the following form (or such other form as the Academy has approved in writing):

"{Project Name} was supported by {Funder} and the Royal Academy of Engineering under the {Grant Scheme} scheme".

10. Change requests

The Academy recognises that creativity and innovation can result in plans changing and aim to provide flexibility to Recipients. As detailed in the attached Terms and Conditions, we are open to discussing requests for changes to both Permitted Activities and the Award Period. No Cost Extensions on the {Grant Scheme} scheme will not be permitted beyond {Date}.

11. Subsidy control (if relevant)

The Academy intends that the Award complies with all Subsidy Control laws on the basis that *{a. the Grant Activities are not economic activities and do not give a specific advantage to one or more enterprises. You must take all reasonable steps to maintain this position and to assist the Academy to comply with the requirements of Subsidy Control laws and must cooperate with any investigations under Subsidy Control laws.*

OR

b. The Award is offered as a permitted subsidy or subsidy exemption under the terms of Subsidy Control laws, {insert route} and all requirements and obligations to maintain this position and to assist the Academy to comply

with the requirements of the Subsidy Control laws as detailed in {Appendix X}.

The Academy will immediately stop future payments of the Award and may require repayment of some or all of the Award if Subsidy Control or state aid laws so require for the funding to be compliant.

12. Data Sharing with partners and funders

As part of our agreement with our funders and partners (or their representatives), the personal data you provide in your application, subsequent reports, and financial statements will be used in accordance with the [Academy's Policy and Position Statements](#).

The Academy may also publish basic details of successful awards on its websites and other publicly available databases, and in reports, documents and mailing lists. If you have any questions regarding the way we use your personal information you may contact the Compliance Manager at cm@raeng.org.uk.

13. Engagement with the Academy

Your award will be administered by the Royal Academy of Engineering and your programme manager is *{Case Officer}, {Case Officer's email}*.

{If relevant: As part of our valuable Awardee Excellence Community, both during and after your award, the Academy will invite you to participate in our wider activities to promote engineering in society and fulfil the objectives of the} {Grant Scheme}.

{If relevant: In addition, as a recipient of an Enterprise Hub award, you will become part of our valued community of Hub Members. Through our Ecosystem team, we will continue to support you beyond the duration of your award, with events, activities, connections and offers that are tailored to your particular needs}.

14. Acceptance

If you would like to accept this Grant Agreement, you or another duly authorized representative are required to accept this offer within 1 week of the offer being issued by countersigning below.

Please notify the Academy in writing at the earliest opportunity should you decline this offer of award.

Finally, I would like to offer you our congratulations and gratitude for your commitment to the field of engineering and wish you every success.

Sincerely,

{Academy Approver signature}

{Academy Approver name}

{Academy Approver title}

Grant Offer Acceptance (Recipient signature)

I confirm acceptance of the conditions set out or referred to in this Grant Agreement.

“E-signature block” from Adobe Sign {typed and time stamped} Royal Academy of Engineering

Grant Offer Acceptance (Host Organisation signature)

I confirm, for and on behalf of {Organisation Name}, the agreement of the {Organisation Name} to the conditions set out or referred to in the Grant Agreement, and that I have the authority to sign on behalf of, and bind, {Organisation Name}.

“E-signature block” from Adobe Sign {typed and time stamped}

Position:

For and on behalf of the {Organisation Name}