



18 October 2023

Svatopluk Pecek  
Mesto Breclav  
Namesti T.G. Masaryka 42/3  
Breclav, 690 02  
Czech Republic

Dear Svatopluk,

We are pleased to inform you that the Stichting European Climate Foundation (ECF) has approved your grant for the amount of €30,000.00. The grant, reference number G-2310-67034, is subject to the terms and conditions of the enclosed grant agreement. The grant period is 12 months, from 1/11/2023 to 31/10/2024.

As indicated in your proposal documents, this grant is in the Cross-Cutting sector and is designated to find a robust consensus between the city and local actors, possibly the public, on what the future of heating in the city should look like and how to proceed to achieve the target state.

The reporting requirements are stated in the Grant Agreement. Please take note of these as the payment of subsequent instalments are dependent on the satisfactory submission of these reports. In these reports, please share the good and the bad, the successes and the failures. This will strengthen our capacity to better support our grantees.

Attached you will find the following documents:

1) Grant Agreement General Terms and Conditions. **Please return this to ECF via DocuSign.**

Follow the DocuSign process to electronically sign and date the document. If you require any assistance, please refer to the DocuSign Guidelines (available on the ECF Grantee Portal or from ECF programme staff)

2) Grant Receipt Acknowledgement. **Please print this page ONLY.**

Once you receive the first payment, please complete and return this page to the ECF's Finance Department via email ([grants@europeanclimate.org](mailto:grants@europeanclimate.org)).

If you are not able to use one of the digital delivery options identified above, please return the signed documents via post using:

European Climate Foundation – Finance Department  
Riviermarkt 5  
2513 AM The Hague  
The Netherlands

All questions related to this grant should be directed to your ECF programme contact, preferably by email. Please always refer to the grant number G-2310-67034 when contacting us.

Sincerely,



Mayta Villafane  
Chief Operating Officer  
European Climate Foundation



## Grant Agreement / General Terms and Conditions

The European Climate Foundation is pleased to award the following grant:

Date: 18 October 2023

Grant number:	G-2310-67034
Grantee:	Mesto Breclav Namesti T.G. Masaryka 42/3 Breclav, 690 02 Czech Republic
Project Contact:	Svatopluk Pecek [REDACTED]
E-mail:	
Phone:	
Fax:	
Grant sector:	Cross-Cutting
Grant Amount - Total:	€30,000.00
Time period:	12 months, from 1/11/2023 to 31/10/2024
Payment information:	Mesto Breclav Česká národní banka  Current account [REDACTED]

Mesto Breclav (the "Grantee") agrees and consents to the following conditions of the grant:

1. **Purpose of Grant.** The Grantee shall use this grant solely for the legally permitted purposes outlined in the submitted and accepted proposal and budget of €30,000.00, excluding any proposed activities or uses of grant monies that are prohibited or restricted by this Grant Agreement (hereinafter the "Agreement"). The submitted and accepted proposal forms an integral part of the Agreement and alongside the General Terms and Conditions, the Grant Receipt Acknowledgement, and the Hosting Agreement (if applicable) completes the entirety of the Agreement. It is understood that these grant funds will be used for legally permitted purposes in accordance with the budget submitted, subject to the prohibitions and restrictions stated herein and to the continued compliance by the Grantee with all reasonable direction of the Stichting European Climate Foundation (hereinafter the "ECF") relating directly or indirectly to this Agreement. The Grantee shall repay to the ECF not later than 15 days after the end of the grant period any portion of the amount paid to the Grantee which is not used for the purposes of this grant. For purposes of the preceding sentence, the ECF shall determine whether the grant funds have been used for the legally permitted purposes described in the submitted and accepted proposal, excluding any proposed activities that are prohibited or restricted by this Agreement. In case of underspend at conclusion of the grant period, where the reported expenditures are lower than the amount to be paid, the unspent amount shall be deducted from the final payment. In case of overspend no further amount will be paid by the ECF. The Grantee shall not use any portion of the funds granted to engage in private profit making or private gain, nor for any non-charitable or non-educational purpose.

1.1 All the activities under this grant that are solely for charitable, scientific, literary or educational purposes (consistent with Section 501(c)(3) and Section 170(c)(2)(B) of the United States Internal Revenue Code) should be identified as "Type A" activity in the budget and all narrative and financial reports.

1.2 The Grantee agrees that, without limiting the generality of the provisions of clause 1, at no time will any funds received from the ECF be used (a) to influence the outcome of any specific public election, or directly or indirectly to participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office, as described in United States Internal Revenue Code Section 501(c)(3) and United States Code of Federal Regulations Sections 1.501(c) (3)-1(b)(3)(ii) and 53.4945-3(a)(2); (b) for any attempt to influence the outcome of any selection, nomination, election, or appointment of any individual to any public office or office of a political organization within the meaning of United States Internal Revenue Code Section 527(e)(2); or (c) to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with United States Internal Revenue Code Section 501(c)(3).

1.3 Unless authorized by the ECF, and identified clearly by the Grantee as "Type B" activity in the budget and all financial reports, the Grantee agrees that no funds received from the ECF will be used for "carrying on propaganda, or otherwise attempting, to influence legislation" as described in United States Internal Revenue Code § 501(c)(3); nor for "influencing legislation" as defined in United States Internal Revenue Code § 4911(d); nor to perform any "lobbying activities" as defined by United States Code, Title 2 § 1602(7).

1.4 If necessary to implement the work described in the proposal, the Grantee may purchase goods, works, or services. The Grantee must make sure purchases ensuring the best value for money or, if appropriate, the lowest price. In doing so, the Grantee must avoid any conflicts of interest.

1.5 The Grantee shall not enter into any subgrant in connections with its obligations under this Agreement without the prior, written approval of the ECF. The Grantee shall submit to the ECF a copy of each subgrant upon request of the ECF. All subgrants entered into by the Grantee in connection with the Agreement shall be in accordance with clause 5.

1.6 The rights under this Agreement are non-transferable as set out in Section 3:83 subsection 2 of the Dutch Civil Code.

2. **Monitoring, Evaluation and Reporting.** The Grantee shall submit to the ECF narrative progress reports and financial reports according to the following reporting schedule:

2.1 **Interim Report(s).** The interim reports should set forth (a) a brief description of progress to date toward completing the work described in the proposal, and (b) how the proceeds of the grant have been spent to date i.e., a financial report showing actual expenditures according to the budget categories as originally proposed. Following the first payment (see clause 3), the scheduled payments shall not exceed actual expenditures. The Grantee Portal provides additional guidance on the format of the interim and final report(s).

2.2 **Final Report.** The final reports should set forth (a) a brief description of results of the grant completing the work described in the proposal and reflective insights about the lessons learned, and (b) how the proceeds of the grant have been spent to the grant end date. Both narrative and financial final reports shall be due no later than the scheduled date as laid out in sub-clause 2.3.

**2.3 Reports are due as follows:**

Scheduled Date	Type
31 May 2024	Interim Financial
31 May 2024	Interim Narrative
29 November 2024	Final Financial
29 November 2024	Final Narrative

**2.4 Organisational Changes.** The Grantee shall notify the ECF of any organisational changes during the term of the grant, including, but not limited to, changes in key personnel, changes in tax status and changes in project timing. The Grantee is responsible for completing the agreed deliverables in a diligent and timely manner and if, during the duration of this Agreement, the Grantee is unable to fulfil its obligations at any time as a result of organisational changes, the ECF, in its sole discretion, may discontinue or suspend funding. At the discretion of the Grantee, significant changes affecting deliverables can be proposed to the ECF for discussion and endorsement. Changes requiring transfers between budget categories must be approved in advance by the ECF. The Grantee will inform the ECF in a timely manner of any intention to engage in any significant activities outside the field of climate change. The ECF reserves the right to terminate this Agreement with immediate effect if the Grantee engages in such activities and these are considered by the ECF to be incompatible with the mission or values of the ECF. The Grantee shall under no circumstances use the funds received from the ECF through this Agreement for any activities unrelated to climate change.

**2.5 Monitoring and Evaluation.** The ECF retains the right to revoke this Agreement partly or in full at any moment, based on staff performance review(s), compliance checks, progress report(s) or in accordance with the other provisions of the Agreement. The determination of sufficient performance, compliance, or progress by the Grantee under this Agreement to support continued and/or future funding shall be at the complete discretion of the ECF. If the ECF revokes the Agreement partly or in full under this sub-clause 2.5 or otherwise, the Grantee is no longer entitled to future payments under this Agreement.

**2.6 Records.** The Grantee agrees to maintain full and accurate records and books, in accordance with all applicable accounting standards that enable the ECF to monitor all project expenditures and determine how all grant funds have been used. The Grantee shall keep copies of all records and all other reports provided to the ECF for at least seven years after the end date of the project.

**2.7 Audit.** The Grantee shall permit representatives of the ECF to visit its premises, access the records in accordance with sub-clause 2.6, and review activities of the Grantee with respect to the programmes supported by this grant and the proper use of this grant. The ECF reserves the rights to request an audit of the Grantee's finances and/or Grantee's security controls relating to ECF information and data. The audit(s) may be conducted by a representative of the ECF or by an external auditing firm, at the expense of the ECF. The Grantee agrees to provide, upon request, any receipt or proof of payment and use of funds related to the grant required by the ECF.

In the event that the outcome of an audit is considered negative by the ECF, which determination shall be at the complete discretion of the ECF, the ECF shall have the right to terminate this Agreement by written notice with a notice period it deems suitable.

**3. Payment schedule.** Upon receipt of the countersigned Agreement, and provided that any outstanding reporting obligations have been satisfied, the ECF will release the payments in accordance with the following schedule:

Payment #	Scheduled date	Amount	Comments
1	2/11/2023	€15,000.00	Upon ECF staff's receipt of a signed grant agreement.
2	20/6/2024	€12,000.00	Upon approval of interim financial and narrative reports.
3	19/12/2024	€3,000.00	Upon approval of final financial and narrative reports.

**4. Grantees Responsibilities and Duties.** It is a condition for the grant, and for the Grantee being fully entitled to it that all activities are implemented according to all applicable laws and regulations to which the Grantee is subject, including but not limited to those relating to not-for-profit entities, public liability, health and safety and employment, electoral and campaigning laws and including general principles such as fundamental rights, values, safeguarding, and ethical principles. The Grantee needs to ensure that all necessary licences and approvals have been obtained and are in place during the grant term.

The Grantee has the obligation to inform the ECF immediately upon becoming aware of any activity or any suspected activity that could constitute a breach of clauses 4, 6, 7, 8, 9, 10 of this Agreement and the Grantee will cooperate with the ECF (including by providing any information or assistance) in order to enable the ECF to comply with any obligations that it may, in the ECF's sole discretion be subject to in respect of such breach.

**5. Subgranting.** Where the Grantee has received written approval from the ECF for sub-grantees or sub-contractors in carrying out the grant activities, the Grantee will ensure that such sub-grantees or sub-contractors shall act in compliance with the terms of this Grant Agreement, including any confidentiality provisions contained herein. Irrespective of any use of sub-grantees or sub-contractors by the Grantee, the Grantee will remain fully responsible for compliance with the terms of this Grant Agreement.

**6. Data Security.** The Grantee will maintain reasonable and appropriate technical and organizational protections, safeguards, and security measures (i) to protect the security, confidentiality and integrity of its information technology systems and all information and data provided to the Grantee by the ECF against any anticipated threats or hazards thereto and (ii) to prevent any unauthorized use, loss, disclosure, destruction of or access to any ECF data.

Grantee will inform the ECF in writing promptly of any unauthorized incident (hereinafter "Information Security Incident") of which the Grantee becomes aware, but in no case later than twenty-four (24) hours after it becomes aware of such Information Security Incident. Grantee will promptly take all necessary corrective actions and shall cooperate fully with the ECF in all efforts to prevent, mitigate or rectify such Information Security Incident.

**7. Anti Bribery and Corruption.** The Grantee shall deliver the grant in compliance with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the UK Bribery Act 2010 and the United States Foreign Corrupt Practices Act 1977 and related regulation. Such obligations shall include, but not be limited to a requirement that the Grantee:

- takes all precautions necessary and use reasonable efforts to ensure that grant funds are not employed to support or promote violence, to aid terrorists or terrorist related activity, to conduct money laundering activities or to fund organisations known to support terrorism or that are involved in money laundering activities, or other criminal activities.
- has and shall maintain in place throughout the term of this Agreement its own policies and procedures, including adequate procedures under the applicable laws and regulations including the UK Bribery Act and the United States Foreign Corrupt Practices Act, to ensure compliance by it.
- promptly reports to the ECF any request or demand for any undue financial or other advantage of any kind received by the Grantee in connection with the performance of the Agreement.

**8. Electioneering.** The Grantee shall not use any portion of the grant to influence the outcome of any specific public election, to support the election or defeat of a candidate for public office, finance electioneering communications, register prospective voters, or to carry on, directly or indirectly, any voter registration drive (within the meaning of US Internal Revenue Code Section 4945(d)(2)).

**9. Children and Vulnerable Adults Protection and Safeguarding.** The ECF is committed to recognising and protecting the rights and well-being of all children and vulnerable adults (collectively known hereinafter as "Vulnerable People") and upholding and demonstrating best practices and adherence to safeguarding. Safeguarding is the responsibility to do no harm to Vulnerable People, to not expose Vulnerable People to the risk of harm and abuse, and to ensure that any concerns about Vulnerable People's safety within the communities in which the ECF works, are reported to the appropriate authorities.

The ECF is committed to informing and raising awareness within its community about the existence of its safeguarding policy. The Grantee acknowledges their safeguarding responsibilities and commits to manage the risk associated with this responsibility. The Grantee warrants that this project will not induce or encourage any violations of the law or public policy. To the extent that the nature of this project may entail that some elements might be delivered through either paid or voluntary activist work by Vulnerable People the Grantee is required to demonstrate best practices and have safeguarding measures in place appropriate to the size and scope of the organization. Grantee shall inform ECF immediately of any Safeguarding concerns whether confirmed or being investigated.

**10. Data Protection.** The Grantee shall, and shall procure that its agents, sub-recipients, subcontractors, consultants, or employees shall administer, implement and deliver the project in compliance with the provisions of all relevant data protection legislation, notably the European General Data Protection Regulation (GDPR). The Grantee shall obtain and maintain throughout the term of this Agreement all necessary registrations and notifications that the Grantee is obliged to obtain and maintain in accordance with GDPR, in respect of the project; and the Grantee shall assist the ECF to comply with any legislative or regulatory responsibilities or liabilities under the data protection legislation applicable to ECF, namely the GDPR. The ECF will process any personal data of the Grantee in line with the ECF Privacy Notice located at <https://europeanclimate.org/privacy/> which shall be updated from time to time.

Where the Grantee holds or processes personal data in connection with the project, the Grantee shall comply with reasonable requests made by the ECF to ensure compliance with the provisions of this clause, including ensuring that the appropriate technical and organisational measures are taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Grantee agrees that personal data will not be transferred outside the European Economic Area (EEA) unless it has first entered into a binding agreement with the transferee which complies with the requirements of this clause and relevant Data Protection Legislation, namely the GDPR. If the Grantee works outside the EEA and therefore uses personal data outside the EEA, the Grantee shall ensure, before receiving the grant and processing personal data, that he complies with the requirements of this clause and the relevant Data Protection Legislation.

11. Force Majeure. To be regarded as force majeure are all circumstances which the ECF could not reasonably avoid and the consequence of which the ECF could not reasonably prevent. Force majeure will include any decision or policy change which could influence either the ECF's (i) activities and/or (ii) funding ability and/or (iii) policy. The determination of the existence of a force majeure event shall be at the complete discretion of the ECF.

In the event of force majeure, the ECF shall have the right to terminate this Agreement by written notice with a notice period it deems suitable.

12. Limitation of Liability and indemnity. The ECF will not be liable, in contract or in tort, for any (indirect or consequential) losses or damages in connection with claims arising out of this Agreement. Should the ECF nevertheless be considered liable, such liability shall be limited to the amount paid out in that specific case under the liability insurance. If, for whatever reason, no amount is paid out under such insurance, the liability of the ECF is limited to 10 % (ten percent) of the amount that was paid out to the Grantee under this Agreement. Claims for damages shall expire after a period of one year from the day following the day on which the Grantee could have reasonably become aware of the damages.

The Grantee hereby indemnifies the ECF and each of its directors, advisors, sub-contractors, officers and employees, for any loss, liability or expense (including the fees and expenses of legal counsel and the fees and expenses of investigations) incurred or suffered by the ECF and each of its directors, advisors, sub-contractors, officers, and employees, in connection with any claim, action, arbitration or proceeding brought against or otherwise involving the ECF and each of its directors, advisors, sub-contractors, officers, and employees, arising out of or in connection with the grant or the activities conducted by the Grantee.

This preceding indemnification provisions of this Agreement may be relied upon by the ECF and each person associated with the ECF, including its directors, officers, employees, and sub-contractors and this clause qualifies as an irrevocable third-party clause, as defined in Section 6:253 of the Dutch Civil Code, for the benefit of all these associated persons.

If the ECF engages a person not associated with the ECF in relation to the performance of the ECF's obligations under this agreement, the ECF shall not be liable to the Grantee for any error or omission made by such person.

13. Term and termination. This Agreement is automatically terminated after both the ECF and the Grantee will have fulfilled their respective obligations under this Agreement unless terminated prematurely on the basis of sub-clause 2.4, sub-clause 2.5, sub-clause 2.7, clause 11, or this clause 13. In the event of the applicability of any of the sub-clauses 2.4, 2.5, 2.7, clause 11, or this clause 13 the ECF will be relieved of its obligations under this Agreement and will not be liable for breach of contract nor for any (consequential or indirect) losses or damages the Grantee may suffer as a consequence of such termination.

The ECF has the right to terminate this Agreement with immediate effect by way of a written notice in the event of (i) the bankruptcy, liquidation, termination of activities or similar situation of the Grantee, (ii) the occurrence, discovery or revelation of any event or circumstance relating to the Grantee or its leaders, management, members, employees or associated entities, which may create (a potential of) reputational damage, adverse publicity, or civil or criminal liability to the funders, directors, advisors, sub-contractors or employees of the ECF if the ECF continues to be associated with the Grantee. Upon any termination of this agreement pursuant to the preceding sentence the last sentence of the preceding paragraph applies.

For the avoidance of doubt, the license granted as determined in clause 14. Intellectual Property will survive the termination or expiry of this agreement and will continue to exist in perpetuity.

If Grantee has not returned the Grant Receipt Acknowledgement letter and/or interim reports before the project end date, or final reports one month after the project end date ECF has a right to terminate this Agreement with immediate effect by way of written notice.

In the event of this Grant Agreement being terminated, funds provided by way of grant, which are unspent, or were not spent on the project, or were not used in accordance with the agreed proposals or are contrary to the conditions outlined in this Agreement, shall immediately become repayable to the ECF. Repayment will be required to be made to the ECF within 2 (two) months of the termination of the Agreement. Any money owed will be treated as a debt and may be recovered as a simple contract debt in any court of competent jurisdiction.

14. Intellectual Property. The Grantee hereby grants to the ECF a worldwide, royalty-free, irrevocable, transferable, perpetual, non-exclusive, sub-licensable license to any and all intellectual property rights, including but not limited to copyrights and knowhow, created by the Grantee or affiliated parties as a result of, in connection with, or related to, this grant, such as research papers, reports, and other publications (hereinafter "Creations"). This license grants the ECF and any sub-licensees the following rights:

- to share the Creations, or parts thereof, with third parties without any restriction;
- to publish and/or distribute the Creations without prior approval;
- to transfer and/or assign the license granted to the ECF to a third party;
- to make copies of the Creations;
- to modify and create derivative works of the Creations, which may result in new intellectual property rights and knowhow;
- to sub-license the license granted to the European Climate Foundation to a third party; and
- to otherwise use the Creations for the European Climate Foundation's own purposes.
- Grantee hereby waives all moral rights possible under applicable law regarding this license and any sub-licenses and agrees to not invoke any moral rights against the European Climate Foundation, its legal successors or its sub-licensees in any country or jurisdiction.

15. Independent Grantee. The Grantee will perform all activities related to the grant as an independent grantee and not as an agent of the ECF. Neither the Grantee nor any employee or agent of the Grantee has the power or authority to act for, represent or bind the ECF in any manner. Under no circumstances will the grantee or any employee or agent of the Grantee be considered the agent of the ECF.

16. Amendments to the Entire Agreement. The Agreement between the ECF, including the submitted and approved proposal, and the Grantee is the complete agreement and superseded by any and all prior oral or written agreements between the ECF and the Grantee regarding the purposes laid out in the submitted and accepted proposal. This Agreement may be amended only by written agreement signed by both of the parties. If any term or provision of the Agreement or the application thereof to any person or circumstances shall, to any extent, be found invalid or unenforceable, the Agreement shall be deemed to be amended only to the extent necessary to render it valid and enforceable.

17. Governing Law and Jurisdiction. The legal relationship between the ECF and the Grantee, including this Grant Agreement and any agreements in connection herewith, will be governed by Dutch law. Any disputes between the ECF and the Grantee, whether or not resulting from this Agreement, shall be exclusively governed by the competent Court in The Hague, the Netherlands.

18. Identification. Pursuant to applicable legislation (including the Act on the Prevention of Money Laundering and Terrorist Financing), the ECF is obliged to verify the identity of the Grantee and its relevant representatives, ultimate beneficial owners, and other stakeholders' identity as applicable and report certain unusual transactions to the authorities. By signing this Agreement, the Grantee confirms to be aware of such obligations and to provide its cooperation, if requested.

19. Acknowledgement of Grant. The Grantee may publicly announce receipt of this grant but shall adhere to ECF Partner Communication Guidelines on logo usage and disclosure of ECF's support when doing so.

20. Publication and Publicity. The Grantee shall contact the ECF immediately if it becomes aware of anything related to the Grant that may have an adverse reputational impact on either party. In the event that the Grantee is directly questioned by the media about its funding, the Grantee will contact the ECF to coordinate a joint response. The ECF will provide the grantee with Partner Communication Guidelines to guide this process.

21. VAT clause. The Grantee and the ECF are of the view that for VAT purposes the grant does not constitute a consideration for the supply of services or the supply of goods. Consequently, the Grantee is not entitled to charge VAT (or any other similar indirect tax) to the ECF in connection with this Agreement. Notwithstanding the above, the grant amount is inclusive of VAT (or any other similar indirect taxes), in the event that at any point it is, or will be, established that the grant amount constitutes a consideration for a VAT taxable supply.

22. Use of Grantee logo. With this Agreement, the Grantee consents to the use of the Grantee's name and logo in the yearly annual report of the ECF and in its customary reporting's and public notifications. In case the Grantee does not agree, please send us an email at [ecfcorpcomms@europeanclimate.org](mailto:ecfcorpcomms@europeanclimate.org). We thank you for your cooperation.

23. Activities. If your activities under this grant involve lobbying or advocacy work towards the European Parliament or the European Commission, please register your organisation as an EU registered lobbying organisation. For more information and registration, please visit the following website: <https://webgate.ec.europa.eu/transparency/regrin/welcome.do>

DocuSign Envelope ID: C4954BC0-49B6-4C28-8BF6-2347905E9674

Please refer to grant number G-2310-67034 in all future correspondence and reports which relate to this grant.

The ECF is pleased to be able to make this grant to your organization. Instructions for returning the General Terms and Conditions, Grant Receipt Acknowledgement letter, and Hosting Agreement (if applicable) are described in the cover letter. Upon failure to return the signed documents electronically or in physical copy to the ECF office in the Hague, continued processing of the grant will cease. For questions, please refer to [grants@europeanclimate.org](mailto:grants@europeanclimate.org)

In case of difficulty utilizing DocuSign, please inform the Grants Officer before returning a physical copy to:

European Climate Foundation  
Attention of: Finance Department  
Riviermarkt 5  
2513 AM The Hague  
The Netherlands



Signatures

**DocuSigned by:**  
  
BCD9B702BDD74DC...

18 October 2023

\_\_\_\_\_  
Laurence Tubiana  
Chief Executive Officer

\_\_\_\_\_  
Date

**DocuSigned by:**  
  
Signature (Grantee) E98403F7EFE54A3...

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Direct Phone

Mesto Breclav  
Grant # G-2310-67034



## Grant Receipt Acknowledgement

Dear Grantee,

As identified in the grant award cover letter, once the ECF has received the co-signed agreement (both by the ECF and your organisation) and the signed project proposal and budget the first installment of the grant will be made, as per the payment schedule outlined in the Grant Agreement. The ECF requires written confirmation from you that you have received this first payment. This confirmation is only required for the first payment of each grant. The purpose of this process is to ensure that the funds have been safely received. Please note that failure to provide us with this grant receipt acknowledgement letter may prevent the ECF from awarding a new grant to your organisation.

Please follow these steps:

- When the grant payment is received in your organisation's bank account, please fill out the requested information, sign the letter, and return it to European Climate Foundation.
- The letter should be signed by a staff member who is responsible for the finances and accounting in your organisation. **This person must be different from the signatory of the Grant Agreement**
- You can send the letter **two ways (please do not do both)**: you can send it by e-mail to [togrants@europeanclimate.org](mailto:togrants@europeanclimate.org); or, you can send the original signed letter via post to:

European Climate Foundation  
Attn.: Finance Department  
Finance & Grants Officer  
Riviermarkt 5  
2513 AM The Hague, The Netherlands

Please keep these this letter and the attachment for your records as they are part of the grant award documentation process for your organisation.

If you have further questions or need more information regarding the above, please contact our Finance team at [grants@europeanclimate.org](mailto:grants@europeanclimate.org).

Thank you!

TO:  
European Climate Foundation  
Attn.: Finance department  
Finance & Grants Officer  
Riviermarkt 5  
2513 AM The Hague, The Netherlands

Date: .....

Address: .....

**Reference: Grant Receipt Acknowledgement - Grant Agreement#: G-2310-67034**

Dear Sir/Madam,

With this letter, we confirm that on ..... we have received from the European Climate Foundation an amount of ..... transferred to our bank account number ..... as the 1st payment under the signed grant agreement #:G-2310-67034 with your organisation.

Sincerely,

.....  
Organisation.....  
Name.....  
Title.....  
Direct Phone.....  
Email.....

