



Simplified Grant Format Template

A Mandatory Reference for ADS Chapter 303

Partial Revision Date: 10/01/2024
Responsible Office: M/OAA/P
File Name: 303mbx_100124



USAID
FROM THE AMERICAN PEOPLE

Mr./Ms. _____

XYZ Organization _____

SUBJECT: Grant No.

Dear Mr/Ms. _____:

In response to your request for assistance dated _____ I am pleased to award to the XYZ Organization this grant in the amount not to exceed \$ _____ as a contribution to your program to _____ during the period _____ to _____. We understand that the XYZ Organization will contribute goods and services valued at approximately \$ _____ to the program.

Funds provided under this grant may be utilized to reimburse your organization for actual incurred costs of _____ required to complete the program. Requests for reimbursement shall be made to the Controller, _____.

By accepting this grant the XYZ Organization agrees to:

1. Document that reasonable steps were taken to ensure that all purchases charged to the grant are at reasonable prices and from responsible sources;
2. Maintain complete records of all costs charged to the grant for a period of three years after the expiration of the grant and make such records available to USAID or its representatives for review at any time; and
3. At USAID's request, refund to USAID any funds received from USAID that represent reimbursement for any costs determined by USAID not to meet the terms and conditions of this grant, including the standard provisions attached to this award.

USAID does not assume liability for any third party claims for damages arising out of this grant. USAID may terminate this grant upon 30 days written notice.

Please sign the original and each copy of this letter to acknowledge your receipt of this grant and return the original to the Grant Officer.

Sincerely yours,

Grant Officer

ACKNOWLEDGED:

XYZ Organization

By: _____

Title _____

Date: _____

Accounting Information:

Agreement Officers must attach standard provisions, in full text, to this award as noted below.

For US organizations, AOs **must** insert the full text of the following mandatory standard provisions into the award. AOs **must not** incorporate the standard provisions by reference. AOs must also review and include any required as applicable standard provisions. The full text of the standard provisions can be found at:

<https://www.usaid.gov/ads/policy/300/303maa>.

- M1. APPLICABILITY OF 2 CFR 200 AND 2 CFR 700
- M3. NONDISCRIMINATION
- M4. AMENDMENT OF AWARD
- M7. OMB APPROVAL UNDER THE PAPERWORK REDUCTION ACT
- M8. USAID ELIGIBILITY RULES FOR GOODS AND SERVICES (*include if the grant includes the purchase of equipment*)
- M9. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
- M10. DRUG-FREE WORKPLACE
- M14. REGULATIONS GOVERNING EMPLOYEES
- M15. CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY
- M17. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (*include if the grant includes international travel*)
- M26. PROHIBITION ON REQUIRING CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS
- M27. SAFEGUARDING AGAINST EXPLOITATION, SEXUAL ABUSE, CHILD ABUSE, AND CHILD NEGLECT
- M28. MANDATORY DISCLOSURES
- M30. CONFLICT OF INTEREST
- M31. PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE EQUIPMENT OR SERVICES

For non-US organizations, AOs **must** insert the full text of the following mandatory standard provisions into the award. AOs **must not** incorporate the standard provisions by reference. AOs must also review and include any required as applicable standard provisions. The full text of the standard provisions can be found at:

<https://www.usaid.gov/ads/policy/300/303mab>.

- M1. ALLOWABLE COSTS
- M2. ACCOUNTING, RECORD RETENTION AND ACCESS, AND AUDITS
- M3. AMENDMENT OF AWARD AND REVISION OF BUDGET AND PROGRAM PLANS

- M4. NOTICES
- M6. USAID ELIGIBILITY RULES FOR PROCUREMENT OF COMMODITIES AND SERVICES (*include if the grant includes the purchase of equipment*)
- M10. AWARD **SUSPENSION AND TERMINATION**
- M11. RECIPIENT AND EMPLOYEE CONDUCT
- M12. DEBARMENT AND SUSPENSION
- M13. DISPUTES AND APPEALS
- M14. PREVENTING TRANSACTIONS WITH, OR THE PROVISION OF RESOURCES OR SUPPORT TO, SANCTIONED GROUPS AND INDIVIDUALS
- M15. TRAFFICKING IN PERSONS
- M18. NONDISCRIMINATION
- M22. ENHANCEMENT OF GRANTEE EMPLOYEE WHISTLEBLOWER PROTECTIONS
- M24. PROHIBITION ON REQUIRING CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS
- M25. **SAFEGUARDING AGAINST EXPLOITATION, SEXUAL ABUSE, CHILD ABUSE, AND CHILD NEGLECT**
- M26. MANDATORY DISCLOSURES
- M27. NONDISCRIMINATION AGAINST BENEFICIARIES
- M28. CONFLICT OF INTEREST
- M29. PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE **EQUIPMENT OR SERVICES**

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