Grant Application Engagement Letter

Statement of Work and letter of authority for grant support

Novos Ventures · novosventures.com · hello@novosventures.com

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Date: [date]

To: [Client legal name], [company number], [address]

From: Truway Sunergy Ltd, trading as Novos Ventures, a company registered in Ireland (CRO No. 577016), whose registered office is at [registered office address] ("Novos Ventures", "we", "us")

This letter sets out the grant support we will provide. It is a Statement of Work under our Client Services Agreement dated [date], which applies to it.

1. Grant programme(s)

1.1 Programme / call: [name of grant, funding body, call reference]

1.2 Submission deadline: [date]

1.3 Requested amount: [amount]

2. Scope of work

2.1 Eligibility review against the programme rules and an eligibility report.

2.2 Grant research and matching for other suitable local, national and EU grants.

2.3 Drafting of the application narrative, budget justification and supporting documents listed in the call.

2.4 Review and editing of documents prepared by the Client.

2.5 Preparation of a submission checklist and task plan with milestones.

2.6 [Submission through the funder portal on the Client's behalf, if authorised below.]

2.7 [Post-award support: project status tracking, reporting and claims - optional.]

3. Out of scope

3.1 Statutory accounts, audits, legal opinions, tax advice and technical certificates, unless agreed in writing.

4. Client obligations

4.1 Provide the information and documents requested by [date(s)] to meet the deadline.

4.2 Review, approve and sign the final application. The Client confirms that all information submitted is true and complete.

5. Fees

5.1 Preparation fee: [amount] + VAT, payable [on signing / on submission].

5.2 Success fee: [percentage]% of the grant awarded, + VAT, payable [on award / on each drawdown].

5.3 No fee is refundable because an application is unsuccessful [unless agreed otherwise].

6. Letter of authority

6.1 The Client authorises Novos Ventures to correspond with [funding body] about this application [and to submit it on the Client's behalf]. This authority can be withdrawn at any time in writing.

7. Acceptance

Please sign below to confirm your acceptance of this engagement.

Signed for and on behalf of
Truway Sunergy Ltd t/a Novos Ventures

Signature: _____
Name: _____
Title: _____
Date: _____

Signed for and on behalf of
[Client legal name]

Signature: _____
Name: _____
Title: _____
Date: _____

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