

## Grant information form for organizations receiving grants

Congratulations again on your successful grant submission!

Please take a moment to confirm or provide some basic details about your grant so that we may issue your grant agreement. We hope this part is easy, since this information is based on your approved grant submission, but let us know if you have any questions about the information listed here.

Please list this information exactly as it should appear in your grant agreement.

1	Official project name:	<input type="text"/>
2	Your organization's official name:	<input type="text"/>
3	Your organization's address:	<input type="text"/>
4	Legal name of the person signing this grant agreement:	<input type="text"/>
5	Role or title of of the person signing the grant agreement:	<input type="text"/>
6	Grant term: (Your grant's start and end date.)	<input type="text"/>
7	List the earliest date you might spend or have spent grant funds:	<input type="text"/>
8	Total grant amount: (In your currency of choice.)	<input type="text"/>
9	Amount to be sent: (If you need to return grant funds.)	<input type="text"/>

**Please attach any special instructions to this form and bring them to our attention now.**

1. Please list this information exactly as it should appear in your grant agreement.
2. All grants with a term (the length of time between your grant's start date and end date) of longer than 12 months will require an interim reporting schedule that will be set by your program officer or the grants administrator.
3. The start date and end date of your grant must include a day, month, and year. These should be the same dates listed on your approved grant submission.
4. You may not use grant funds to pay for any expenses before the effective date of your grant, so it is important that you tell us the earliest date you might spend grant funds (this might be in the past).
5. You may request your grant in your local currency. We are able to send most currencies, but not all. If we are not able to send you the payment in your preferred currency, we will send you an equivalent amount in another currency using the exchange rate on the date of your grant's approval.
6. The amount you actually receive from us may be adjusted to reflect underspends from previous grant submissions or overpayments on previous grants, or if funds are sent in a different currency from the grant.

Please return this completed form to the Grants Administrator at <[grantsadmin@wikimedia.org](mailto:grantsadmin@wikimedia.org)>. Thank you!