

«Applicant\_Salutation» «Applicant\_First\_Name» «Applicant\_Middle\_Name»  
«Applicant\_Last\_Name» «Applicant\_Suffix»  
«Organization\_Name»  
«Organization\_Address\_1» «Organization\_Address\_2»  
«Organization\_City», «Organization\_State» «Organization\_Postal\_Code»

Dear «Applicant\_Salutation» «Applicant\_Last\_Name»,

Your request for a contribution was discussed at the most recent board meeting of The Daniel Foundation of Alabama. After analyzing and discussing your request an award of Amount Awarded has been made for Project Name.

Please log in to your account and complete the Grant Agreement form that has been assigned. **This agreement contains a new paragraph about the disbursement of funds. Our preference is that you will utilize Bill.com to receive your award funds.** Transferring funds through Bill.com, using ACH, should create a more streamlined process for both parties.

Once your grant agreement is complete, if you are new to Bill.com, you will receive an email invitation to set up a free account. If you already have an account, your identifying information will be provided on your Grant Agreement.

If you are unable to receive an electronic payment, please contact Joyce Brasher at our office at 205-874-3523 so other arrangements can be made.

You have also been assigned a Grantee Status Report which is due when all the funds have been expended or 12 months after granted to update us on the status of your project. This report will help us understand not just how you spent the funds but its impact on your community. Payout of any future awards will not be considered until this report has been received.

We hope our funding serves as an encouragement for other funding. We continue to be excited about being a part of the good work taking place in the communities throughout Alabama.

Very truly yours,