

[Dr. Jane Doe
President
University
1234 Main Street
City, State 11111]

Dear [Dr. Doe]:

Pursuant to the request of [UNIVERSITY], we are awarding a grant in the amount of [\$XX,000.00] for [PROJECT/PROGRAM] under the control and supervision of the University, and the direction of [FACULTY MEMBER AWARDED GRANT], who was selected by the University.

The grant must be used exclusively to further your charitable purposes described in Internal Revenue Code section 170(c)(2)(B) and no part of the grant may be used for a lobbying purpose or to engage in political activity.

As requested, a check made payable to [UNIVERSITY] has been mailed to [FACULTY AWARDEE]. By cashing the check, you acknowledge these terms and your grant request. We are also happy to make available additional support related to this grant, such as educational opportunities and in-kind services.

This letter is the entire acknowledgement between us related to this grant.

Sincerely,

[Charles Koch Foundation President Name and Signature]

cc: [XX, XX]