**Termination of Grant Funds Letter**

*Grantees must submit this letter (or a similar one) to NIP Staff if they spend part or none of their awarded grant funds. The letter must state the amount to be returned, the total amount awarded, the project(s) the funds were to go towards, and explain the reason the funds were not used. Failure to do so will result in the organization to be ineligible for future NEGP funding, until funding is returned and a Termination of Grant Letter is submitted. The letter may be submitted via email, mail, or in person. See the NEGP FY23-24 Guidelines for more details. The guidelines can be found under ‘Resources & Documents’ here:* [*https://www.richlandcountysc.gov/Government/Departments/Planning-Development/Neighborhood-Planning/Grants*](https://www.richlandcountysc.gov/Government/Departments/Planning-Development/Neighborhood-Planning/Grants) *.*

(Date)

Neighborhood Improvement Program

Community Planning & Development

2020 Hampton Street

Columbia, SC 29204

Dear Neighborhood Improvement Program Staff:

This letter serves as our Termination of Grant Funds Letter in connection with our Neighborhood Enrichment Grant for FY 23-24. We (**Neighborhood Organization**) decline (**$ total amount to be returned**) of (**$** **total amount awarded**) for the (**projects the funding will not go to**) project(s). The following is the reason why we will be returning the funds: (**Explain reasoning in paragraph form**)

We understand that all unused grant funds must be returned to NIP Staff via check by June 30th, 2024 and the check must be made to Richland County Finance Department. We understand that the Grant Closeout Report is still required to be submitted if partial grant funds have been spent.

Sincerely,

(**Contact Person Name)**

(**Neighborhood President Name)**