

# Institutional Funding Acknowledgement

Date: \_\_\_\_\_

Project/Program Title:

\_\_\_\_\_

Recipient (Individual/Department):

\_\_\_\_\_

Name of Funding Institution:

\_\_\_\_\_

Funding Amount:

\$ \_\_\_\_\_

Fund Purpose/Description:

\_\_\_\_\_

## Acknowledgement Statement:

I/We hereby acknowledge the receipt of institutional funding from the abovementioned source. The funds will be utilized solely for the stated purpose and in accordance with the policies and guidelines outlined by both the funding body and the institution.

Recipient Name & Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Institutional Representative (if required):

\_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- Always refer to your institution's specific policies on funding acknowledgement.
- Ensure all information, especially about the funding body and usage, is accurate and clear.
- Keep signed copies for both recipient and institutional records.
- Additional documentation may be required for audits or reporting.
- Consult relevant offices for guidance when in doubt.