

Grant Fund Utilization Certificate

Project Title: _____
Grant Ref. No.: _____
Name of Organization: _____
Funding Agency: _____
Utilization Period: _____
Amount Sanctioned: _____

Statement of Fund Utilization

S. No.	Particulars	Amount Allocated (₹)	Amount Utilized (₹)	Balance (₹)
1	Staff Salary	_____	_____	_____
2	Equipment Purchase	_____	_____	_____
3	Travel/Field Work	_____	_____	_____
4	Consumables	_____	_____	_____
5	Other Expenses	_____	_____	_____
Total		_____	_____	_____

Declaration

I/we hereby certify that the grant funds received under the above sanctioned project have been utilized for the purpose for which they were sanctioned as mentioned above, and in accordance with the terms and conditions laid down by the funding agency.

Place: _____
Date: _____

Signature of Project Leader
Name: _____
Designation: _____

Signature of Head of Institution/Authorized Signatory
Name: _____
Designation: _____

Important Notes:

- This certificate must be signed by both the project leader and the authorized institutional signatory.
- Attach supporting documents (invoices, receipts) for all expenditure wherever necessary.
- Ensure figures match with the financial statements/audit report.
- Submit the original along with any required annexures to the funding agency by the specified deadline.
- Any unutilized funds should be disclosed and may need to be refunded or carried over with approval.