

Direct Order to Vendor (Portal)

[Current Date]

Re: [Grant Name] Award Number [Award Number]

Dear [Grant Coordinator]:

On behalf of Georgia Public Library Service (GPLS), it is my pleasure to inform you that **[Library System Name]** has been awarded a federal subgrant in the amount of **[Grant Award Amount]** for **[Grant Name]** under the **[Grant Program Name]** initiative. The grant period is from **[Grant Period]**. Grant awards must adhere to the principles and requirements listed in the grant award notice attached to this email.

Please acknowledge the acceptance of this award by responding to this email as soon as possible. Once this award is acknowledged, you may start spending your allocated funding in the vendor portal.

GPLS is proud to support your efforts to provide **[description related to grant]**. Thank you for all your hard work!

Sincerely,

Grants Manager

Cc: Library Director
Business Manager

Subward Contracts

[Current Date]

Re: [Grant Name] Award Number [Award Number]

Dear [Grant Coordinator]:

On behalf of Georgia Public Library Service (GPLS), it is my pleasure to inform you that **[Library System Name]** has been awarded a federal subgrant in the amount of **[Grant Award Amount]** for **[Grant Name]** under the **[Grant Program Name]** initiative. The grant period is from **[Grant Period]** (*start date dependent on executed contracts*). Grant awards must adhere to the principles and requirements listed in the grant award notice attached to this email.

Shortly, a subgrant contract will be routed to the library director for signature. Please acknowledge the acceptance of this award and the terms of the agreement by signing the contract as soon as possible. Once the contract is returned by the Board of Regents as fully executed, the contract will be returned to you and you may start spending your allocated funding. Please contact **[Program Contact]** with any questions.

GPLS is proud to support your efforts to provide **[description related to grant]**. Thank you for all your hard work!

Sincerely,

Grants Manager

Cc: Library Director
Business Manager