**NOTIFICATION TEMPLATE FOR PROJECT START / PROJECT COMPLETION FOR READINESS GRANTS, PROJECT SCALE-UP GRANTS AND LEARNING GRANTS**

Implementing entity address

[*Date*]

The Adaptation Fund Board

1818 H Street NW

MSN N7-700

Washington DC, 20433

USA

Email: [afbsec@adaptation-fund.org](mailto:afbsec@adaptation-fund.org)

**Subject: Notification of project[*start*] [*completion*]:**

This letter is to inform you that the project to implement the grant proposal for [*South-South cooperation*] [*technical assistance for the ESP and gender policy*] [*technical assistance for the gender policy*] [*readiness package*] [*project scale-up grant*] [*transferring of knowledge from one NIE to another*] [*transferring knowledge from one NIE to the wider climate adaptation community]* [*developing knowledge and guidelines through partnerships*] approved by the Adaptation Fund Board on [*Date*] has officially been [*started*] [*completed*]. Details of the project are provided below:

**Implementing Entity:**

**Country:**

**Project Description:** Grant to support [*include short project description with maximum 100 words*]

**Project Start Date:** [*Date*]

**[*Expected*] [*Actual*] Project Completion Date:** [*Date*]

Sincerely

[*Name*]

[*Position*]

[*Email*]

[*Telephone*]