

October 16, 2006

«Letter_Address_Block»

Dear «Letter_Salutation»:

Congratulations! Your application to the Steans Family Foundation for project support through the Neighborhood Grants Program has been approved for funding. Your organization will receive «Request_Grant_Amount» for your program. Usually, grant awards are less than the amount requested. Because of this you will need to change the scope and budget of your project.

All grantees are required to attend an orientation session.

**Tuesday, April 11th
6pm-7pm
Homan Square Center
3333 W. Arthington
Conference Room C**

Please bring the following documents to the orientation session:

- Copy of signed Neighborhood Grants Program Grant Agreement Letter
- Calendar of events/activities related to your project
- Revised budget totaling the grant amount

We will only process grants and disburse funds upon receipt of all required documents.

Attendance at the orientation is mandatory. Failure to attend will result in withdrawal of your award. Please contact Wendy Harvell at (312)235-4531 to confirm.

Once again, congratulations and we look forward to working with you to ensure that your program is successful.

Sincerely,

Felicia Dawson
Program Officer
Family and Community Asset Building

STEANS FAMILY FOUNDATION
Neighborhood Grants Program
Grant Agreement Letter

The grant to your organization from the Steans Family Foundation is for the explicit purpose(s) described below. Please carefully review the terms of the grant, as described below, then sign and return the agreement to the Orientation Session on Tuesday, April 11th.

ORGANIZATION: «Org_Name»

TAX STATUS: ___ Public Charity-501c(3) (provide Federal EIN # _____)
___ Expenditure Responsibility-Non 501c(3) status

GRANT AMOUNT: «Request_Grant_Amount»

GRANT NUMBER: 06-«Request_ID»

GRANT TERM: «Request_Project_Start_Date»-«Request_Project_End_Date»

GRANT PURPOSE: «Request_Project_Title»

GRANT REPORT REQUIREMENTS: May 12, 2006 – Mid Term Reports
June 9, 2006 – Final Reports

The following terms and conditions apply to your organization's use of the Steans Family Foundation (SFF) grant:

1. Purpose

Under United States law, SFF grant funds and any income earned on those funds may be spent only for charitable purposes. This grant is made only for the purposes stated in this agreement, and it is agreed that these grant funds will be used only for such purposes substantially in accordance with the budget submitted with your grant application. It is also understood that no substantial changes will be made from the approved budget without SFF's prior approval in writing.

2. Separate Fund

All SFF grant funds received by your organization must be maintained in a separate fund dedicated to the charitable purposes described in this letter. Such a separate fund may be *either* (1) a physically separate bank account restricted to the described charitable purposes, *or* (2) a separate bookkeeping account (limited to the described charitable purposes) maintained as part of your financial records.

3. Reporting

Written reports signed by the project's primary contact must be furnished to the Foundation to the attention of Felicia Dawson, Program Officer within one month after the close of the project.

Each written report must contain both a narrative account and a financial account of what was accomplished by the expenditure of the grant funds during the period covered by the report. A form that outlines the contents for reports is enclosed and should be used for each report.

If written reports are not submitted to SFF on a timely basis, United States law prohibits SFF from awarding any new grants to your organization.

4. Record Maintenance and Inspection

Your organization must maintain records of receipts and expenditures and make your books and records available to SFF at reasonable times. SFF may monitor and conduct an evaluation of operations under this grant, which may include a visit by SFF staff and review of financial and other records and materials connected with the activities financed by this grant.

5. Prohibited Activities

So that SFF may comply with the tax laws of the United States, it is understood that SFF grant funds will not be used for any of the following purposes:

- a. To carry out propaganda, or otherwise to attempt to influence any legislation (within the meaning of Section 4945(d)(1) of the US IRS Code;
- b. To influence the outcome of any specific public election or to carry out directly or indirectly, any voter registration drive (within the meaning of Section 4945(d)(2) of the US IRS Code;
- c. To make grants to individuals for travel, study, or other similar purposes by such individuals, unless such grants satisfy the requirements of Section 4945(g) of the US IRS Code;
- d. To make any grant to any other organization (other than public charities or exempt operating foundations) which does not comply with the requirements of Section 4945(d)(4) of the US IRS Code;
- e. To undertake any activity for any purpose other than the charitable purposes specified in Section 170(c)(2)(B) of the US IRS Code.

6. Return of Unused Funds

Any grant funds, and any income earned on those funds, that are not spent or committed for the purposes of the grant, must be returned to SFF.

7. Hold Harmless

Your organization releases SFF from any liability with respect to this grant and agrees to indemnify SFF from any and all liability incurred by your organization in connection with the administration of this grant or in connection with the program supported by this grant.

8. Compliance

SFF reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant or the content of any written report.

If this letter correctly describes your understanding of the terms of this grant, please indicate your organization's agreement to such terms by having the enclosed copy of this letter signed. In signing this letter, that person represents to SFF that s/he has the authority to sign this letter on the organization's behalf. Please retain a copy of the signed letter for your records.

ACCEPTED AND AGREED this _____ day of _____, 2006

ORGANIZATION NAME: _____

By: _____
Signature

Printed Name: _____

Title: _____