

Grant Agreement

The grant to your organization ("Grantee") from the _____ foundation ("Grantor") is for the purpose (s) described below and is subject to your organization's acceptance of the terms and conditions herein. To acknowledge this agreement, to accept its conditions, and to be eligible to receive payment of the grant funds, **PLEASE RETURN TWO SIGNED COPIES TO THE FOUNDATION.** A countersigned copy will be returned to you for your organization's records.

GRANTEE:

Amount of Grant: _____ Date Authorized by Board: _____

Grant Purpose: _____

Special conditions of grant: _____

PAYMENT SCHEDULE: This grant will be paid upon receipt of two-signed grant agreements.

GRANTEE FURTHER AGREES:

1. The grant monies must be spent within one year of award, for the grant purposes stated in this grant agreement.
2. The Foundation requires documentation of three (3) bids for every construction/renovation project and copies of permits where required by local jurisdictions.
3. To repay to Grantor any portion of the grant funds not used within one year or which were not used for the purpose (s) stated above; To submit to Grantor a post-grant report, with supporting documentation, one year following the receipt of grant funds awarded under this agreement, concerning the manner in which said funds were spent and the progress made in accomplishing the purposes herein;
5. To keep adequate records of expenditures to enable such records to be readily reviewed;
6. To keep records of such expenditures, as well as copies of any and all reports submitted to Grantor, for at least four years following the completion of the expenditure of grant funds;
7. To notify Grantor if any changes occur which could lead to a change in the Grantee's tax-exempt status or public charity classification and to repay to Grantor any unspent grant funds if the Grantee's tax-exempt status is revoked or it ceases to be a public charity;
8. To notify Grantor if any changes occur in the program or project for which funding is given, as specifically set out in the purposes and conditions of this grant agreement;
9. To fully cooperate with a representative of Grantor in evaluation the effective use of the funds awarded;
10. To use no portion of the grant funds to: 1) influence the outcome of any specific public election, or to carry on directly or indirectly any voter registration drive (either the meaning of Internal Revenue Code (IRC) Section 4945 (d) (2); 2) to carry on propaganda otherwise to attempt to influence legislation (within the meaning of the IRC Section 4945 (d) (1); or 3) to undertake any activity for any purpose other than a charitable, educational, etc. purpose described in IRC Section 170 (c) (2) (B); and
11. To repay to Grantor upon demand the full amount of the grant funds if there is a failure to comply with any provision of this grant agreement.

GRANTOR:

Name of Foundation: _____

By: (Board Chair or Executive Director) _____ Date: _____

The terms and conditions of this grant agreement have been read, are understood and are accepted, and it is confirmed that there has been no change in the tax-exempt status and public charity classification of Grantee.

GRANTEE:

Name of organization: _____

By (signature of authorized signatory): _____

Printed name: _____ Date: _____