Community Foundation Partnership, Inc.

Serving the community foundations of Lawrence and Martin counties

**TERMS OF AGREEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Acceptance of Grant   On behalf of its member community foundation, the Community Foundation Partnership, Inc. has awarded | | | | |
|  | | a grant in the amount of | |  | . |
| The funds shall be payable only to |  | | and no assignment, transfer | |
| or encumbrance in favor of any other party shall be recognized.  To acknowledge this agreement, to accept the grant and receive funds, sign and return both pages of this “Terms of Agreement” to the Community Foundation. | | | | |

1. Review of Grant Activity

The grantee agrees to furnish the Community Foundation with written reports according to the following schedule:

* Final Report within thirty days of completion of project
  + If you completed an online application, the Final Report can be found in your application on our grant portal (<https://cfpartner.spectrumportal.net/>)
  + A paper Final Report will be provided with the award check for all other grants.
* Quarterly reports during the term of the grant (grants over one year in duration)

1. Publicity

The grantee is expected to obtain publicity in support of this project. The Community Foundation will provide assistance with publicity of a program/project if requested by the grantee. All public announcements, news features, or information regarding your project must indicate the Community Foundation’s role in funding. The Community Foundation also maintains the right to publicize this grant wherever appropriate.

1. Provisions

In accepting this grant, the grantee accepts the following conditions:

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| 1. To use funds granted solely as outlined in your application and confirmed in your award letter. |
| 1. To maintain book and financial records adequate to verify actions related to this grant. **Receipts must be provided with the Final Report**. 2. To notify the Foundation of its inability to complete the project if the grantee determines that the original purpose as described in the proposal or this agreement cannot be fulfilled. 3. To repay any portion of the amount granted which is not used for the purpose of the grant or expended prior to the termination of the grant period. |

1. Modifications and Rescissions

Grants made and approved by the community Foundation Board of Directors may be rescinded in full or in part if, in the sole judgement of the Community Foundation’s Board, any of the following occur:

1. Grantee does not fulfill the obligations required in the Terms of Agreement.
2. The Grantee organization loses its tax-exempt status and/or ceases to exist within the duration of the grant period.
3. The project ceases to be viable.

The Board of Directors must approve all rescissions. The grantee organization will be notified in writing that the grant has been rescinded. If the grant was paid prior to the rescission, the grantee organization will be required to return any funds that were not expended for the stated grant purpose. If the organization does not repay the funds within a reasonable time period and following due process, the Foundation may seek legal recourse.

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| GRANTEE: | | | |
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| Name of Organization: | | | |
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| Project Name: | | | |
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| Check Payable to: | | | |
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| Address: | | | |
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| Project Contact/Director Address (if different): | | | |
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| Date program/project is scheduled to begin: |  | | |
|  | | | |  |
| Date program/project concludes: |  | | |
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|  | |  |  |  |
| Signature of Authorized Board Representative | |  | Date |  |
|  | |  |  |  |
| Printed Name | |  |  |  |
|  | |  |  |  |
| Signature of Project Contact/Director | |  | Date | . |
|  | |  |  |  |
| Printed Name | |  |  |  |

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|  | Approved / |  | denied by the Community Foundation Board of Directors on | | | | |  | . |
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| Grant amount approved: | | | |  | | County: |  | | |
| Grant Cycle: | | | | | | | | | |
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