



## **Grant Agreement**

[Date]

The Springfield Foundation has awarded a grant to your organization (the “grantee”), to be used for the specific purpose(s) described in your request, subject to the general terms of this Agreement and to any special conditions noted below. In order to accept the grant, return one fully-executed original of this Agreement to the Foundation within thirty (30) days.

**Grantee Organization:**

**Address:**

**Grant Number:**

**Amount:**

**Type of grant:**

**Charitable Purpose:**

**Funding Grant Period:** [Beginning Date] – [End Date]

**Special conditions:**

---

**1. Grant Disbursement.** The Foundation is prepared to disburse the amount of the grant following the return of this Agreement, with all special conditions fulfilled. *Should your organization **not** desire receipt of the funds at this time, please include a letter stating your preferred disbursement date.* You will then be provided with a *Funds Request Form* to request disbursement of funds when they are needed for the project or purpose involved.

**2. Use of Funds.** The grant is to be used only for the charitable purpose(s) described in the grant request, and in accord with the budget submitted with that request. The grantee may not modify the program for which the grant has been awarded, or divert any portion of the grant to any other use, without the Foundation’s prior written approval. No portion of the grant may be used for political activity (electoral or partisan), or for any purpose not described in Section 170 (c) (2) (B) of the Internal Revenue Code. Expenses charged against the grant must be incurred during the funding grant period and must be those expenses itemized in your submitted budget. Any portion of the grant which is not used for the stated purposes during such grant period shall be returned to the Foundation at the end of the period. If the Foundation shall determine that the grantee is not in substantial compliance with the terms of this Agreement, or has lost its Federal tax-exempt status, the grantee shall return any unexpended portion of disbursed funds upon the written request of the Foundation.

**3. Credit and Publicity.** The grantee shall review the enclosed *Credit and Publicity Agreement* and agree to its terms. It is important that the Foundation receives acknowledgement for our funding of your program and that the grantee will assist with community awareness of your project when the opportunity is present. The Grantee is encouraged to promote public understanding of this grant by using our credit logos on all materials as outlined in the Agreement. Copies of promotional materials should be sent to the Foundation’s office for inclusion in your grantee file. Your cooperation will benefit us all.

**4. Reports.** The grantee shall provide written reports to the Foundation as stated in the Special Conditions above. Please refer to the *Grant Summary Form* available on the Foundation website at [www.springfieldfoundation.org](http://www.springfieldfoundation.org). The Foundation reserves the right to review the grantee's use of the grant at any time, and the grantee shall furnish the Foundation with information appropriate for any such review upon request.

As a general policy, a new Grant Application from an organization previously funded by the Foundation will not be considered if the Interim and Final Evaluation Reports are not received by the stated deadlines.

**5. Site Visits.** The Program Officer or another Springfield Foundation representative may contact you to arrange a site visit. These visits help to develop relationships and are important as a part of the Foundation's review process. While it is not possible to visit every funded program each year, we welcome opportunities to observe your work. Please try to accommodate these requests.

**6. General Provisions.** The grant is contingent upon the continued operation of the grantee under substantially the same conditions as at the time of the grant application. The grantee shall notify the Foundation immediately if its tax-exempt status is revoked by the Internal Revenue Service. The grantee shall maintain complete financial records in accord with generally accepted accounting practices, and shall make the same available to the Foundation upon request.

**7. Contact Information.** For further information, contact:

**Joan Elder, Program Officer  
Springfield Foundation  
4 West Main Street, Suite 825  
Springfield, OH 45502  
937/324-8773  
joan@springfieldfoundation.org**

**8. Authorization:**

**Springfield Foundation Representative**

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date Dec. 8, 2007

**Grantee Acceptance and Compliance**

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_