



COMMUNITY FOUNDATION
FOR THE ALLEGHENIES

DONOR ADVISED FUND GRANT AGREEMENT

AGREEMENT

The grant to your organization from the Community Foundation for the Alleghenies is for the explicit purpose(s) described below and is subject to your acceptance of the following conditions. To acknowledge this agreement and to accept the grant to be eligible to receive the funds when needed, **PLEASE RETURN A SIGNED COPY OF THIS AGREEMENT TO THE FOUNDATION.**

Organization:

Amount of award:

Date authorized:

Funded by:

Project Name:

Project Goals:

Contingencies:

Project Timeframe:

Final Project Report Due:

Payment Schedule: In full upon receipt of signed agreement.

Because the Community Foundation for the Alleghenies is interested in publicizing the activities of its donors, we ask that every effort be made to facilitate media releases, newsletter articles, and other appropriate means to release information about this project. It should be recognized as coming from the **[insert fund name] of the Community Foundation for the Alleghenies.**

All funding is made in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued thereunder.

Please read the following carefully:

I. ANNOUNCEMENTS

Funding approved by the Community Foundation for the Alleghenies is reported to the community through the Foundation's newsletter, annual report, and other periodic listings.

Organizations are encouraged to make public announcements on their own, especially when such notices might stimulate additional support or help to spread word about important new projects.

A copy of such announcements, and of published references should be sent to the Foundation for its records.

II. EXPENDITURE OF FUNDS

This funding is to be used only for the purpose described above and in accordance with the approved budget. The program is subject to modification only with the Foundation's prior written approval.

- A. The Organization shall return to the Foundation any unexpended funds:
 - 1. at the end of the project timeframe, or
 - 2. if the Foundation determines that the Organization has not performed in accordance with this agreement and approved program/budget,
- B. No funds provided by the Foundation may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study, and research.
- C. Unless specifically authorized by the Foundation, expenses charges against this grant may not be incurred prior to the effective date of the agreement or subsequent to termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.
- D. The Organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

III. REPORTS TO THE FOUNDATION

A final report must be submitted to the Community Foundation for the Alleghenies within sixty (60) days of the end of the project timeframe as follows:

- **A budget expenditure and program summary** is to be submitted.
- **The budget summary** should be detailed and include direct and indirect costs related to the project, staffing, and operations.
- **The program summary** should contain the strengths and weaknesses of the program, the status of the program at the present time, the future of the program, and information regarding the numbers and geographic location of people served.
- **Supplemental information** regarding the program is welcome.
- **The Final Report** should be submitted to the Community Foundation for the Alleghenies by the end date of the project timeframe. This date can be found on the first page of this agreement.

IV. LIMIT OF COMMITMENT

Unless otherwise stipulated in writing, this convertible note is made with the understanding that the Foundation has no obligation to provide other or additional support to the Organization.

Signed _____
Executive Director Telephone Date

Signed _____
Board Chairperson Telephone Date

PLEASE SIGN, MAKE A COPY FOR YOURSELF, AND RETURN ONE ORIGINAL TO THE COMMUNITY FOUNDATION.

If appropriate, may we provide your grant information to other potential funders? _____Yes_____No