Dear

On behalf of the Board of Director’s of the Josephine S. Guminber Foundation, I am pleased to inform you that a grant of $____ was approved on ______________. As outlined in your grant application and supporting documentation, these funds are to be applied towards the _______________________ during the period of __________ through _______________.

_________________ (grantee) hereby agrees:

(1) To submit a final status report consisting of: a narrative summary and a financial report on the manner in which the funds were spent; and the progress made in accomplishing goals and objectives of the grant.

a) The narrative summary should be no longer than two (2) pages. Quantitative and qualitative information must be tied to the original goals and objectives provided with the original proposal.

b) The financial report should detail the expenses charged to these funds as included in the project budget provided and be attested to by the responsible financial officer.

c) The package should include a copy of the most recently approved minutes of a Board of Directors meeting.

d) These documents should be postmarked on or before __________ or received thereafter until the grant funds are expensed in full or the grant is otherwise terminated.

(2) To list this grant from the “Josephine S. Guminber Foundation” on any newsletter, website or other marketing materials and to obtain permission in writing prior to issuing an award or honoring the Josephine S. Guminber Foundation at any event.

(cont.)
(3) To notify the Josephine S. Gumbiner Foundation (JSGF) immediately if the board President, Executive Director or a key staff member associated with the program being supported with JSGF funds is replaced, resigns, is terminated or if the grantee loses its exemption from Federal income taxes under Internal Revenue Code Section 501(c)(3) or its status as a public charity under Internal Revenue Code Section 509(a) during the life of this grant.

(4) To repay any portion of the amount granted which is not used for the purpose of the grant as set forth above.

(5) To maintain records of receipts and expenditures adequate to verify use of this grant and to make its books and records available to the Josephine S. Gumbiner Foundation at reasonable times for up two (2) years following the completion of the grant.

(6) To refrain from using grant funds to make any grant which constitutes a taxable expenditure under International Revenue Code Section 4945 or undertake any activity for any purpose other than one specified in Internal Revenue Code Section 170(c)(2)(B)

If you find this grant agreement acceptable, please sign and return the original. A second copy is included for your records. After receipt of your signed agreement, the grant check will be forwarded to your office. Please do not hesitate to call if you have any questions regarding these requirements.

Sincerely,

Julie E. Meenan
Executive Director

Name of Organization: _________________________________________
Signed: _________________________________________
Date: _________________________________________

JSGF Grant Agreement - SAMPLE