



(This form must be signed and returned to NC to receive your grant funds!)

TERMS AND CONDITIONS OF GRANT

1. ACCEPTANCE OF GRANT

The grant to your organization from Neighborhood Connections is for the explicit purpose(s) described in the grant proposal and other materials you may have been asked to prepare, and is subject to your acceptance of the terms and conditions. **You should keep a copy of this document for your files.**

2. NONDISCRIMINATION

The Grantee agrees that it will not unlawfully discriminate in employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, religion, gender, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation.

3. RELEASE OF GRANT FUNDS

The funds provided hereunder may be spent only in accordance with the provisions of your funding request and budget as approved. The program identified in your grant request may be modified only with prior approval from the Neighborhood Connections program. Funds will be disbursed to the Grantee or as appropriate, its fiscal agent after attendance at a Grantee Orientation session conducted by Neighborhood Connections and upon receipt of a properly signed version of this document, and, if appropriate, a Neighborhood Connections Budget Form.

4. EXPENDITURES OF GRANT FUNDS

No funds provided by Neighborhood Connections may be used by the Grantee to participate in or intervene in any political campaign or to support any attempt to influence legislation through (i) an attempt to affect the opinions of the general public or any segment thereof or (ii) communication with any member or employee of a legislative body, or with any government official or employee who may participate in the formulation of legislation, other than through making available the results of nonpartisan analysis, study or research. No portion of the grant funds shall be used for purposes not clearly identified as charitable under the law. Funds received may be spent as necessary to carry out the purposes and activities for the approved program only unless otherwise authorized beforehand in writing by the Program Officer. The Grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices. Neighborhood Connections staff may examine a Grantee's financial record keeping and accounting procedures at any time.

5. REPORTS TO NEIGHBORHOOD CONNECTIONS

At the end of the grant period, Neighborhood Connections will provide the grantee with project narrative and project budget forms to complete. The Grantee agrees to complete these forms showing in detail how Neighborhood Connections funds have been expended. Such reports shall supply sufficient information as necessary for the Foundation to determine that the grant has been used for the purposes intended and for the program to fulfill its own reporting responsibilities. Program staff may contact the Grantee to arrange site visits to review current grant activities.

6. REVERSION OF GRANT FUNDS

The Grantee, or Fiscal Agent, if applicable, will at the end of the project return unexpended funds to Neighborhood Connections. Funds also shall be promptly returned if any of the following apply: if the program elects to terminate

the grant in accordance with Paragraph 6(c) below; if the Grantee loses its exemption from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code; or bankruptcy or insolvency of the Grantee.

- (a) Equipment purchased with grant funds shall be the property of the Grantee organization so long as it is not diverted from the purposes for which the grant was made. If the purpose or use is changed or the Grantee organization ceases to exist within the grant period the property reverts to Neighborhood Connections.
- (b) The Grantee is responsible for reporting any changes in the program/project within the grant period as described in the application for Foundation funding. This includes changes in purpose, staff, funding from other sources, relationships with other agencies, etc.
- (c) Neighborhood Connections reserves the right at any time to terminate this grant if, in its sole discretion, it shall determine that the Grantee has made any misrepresentations, has in any way misappropriated grant funds, or has done anything inconsistent with the grant purpose including, but not limited to, any special conditions of the grant.
- (d) If the grantee is not a 501(c)(3) organization and has a fiscal agent, or has a fiscal agent for any other purpose, the fiscal agent shall be bound by the terms of this agreement as applicable.

7. PUBLIC ACKNOWLEDGMENT

The Grantee agrees to credit the Neighborhood Connections program in any press releases, presentations, media coverage, or announcements resulting from the use of the grant funds.
The Grantee agrees to notify program staff of any upcoming publicity or media coverage related to the grant.

The Grantee also agrees to cooperate with the program's efforts to highlight the programs it funds in The Cleveland Foundation's publications and publicity materials as well as the Neighborhood Connections Web Site. This may include: setting up interviews or photo sessions with the grantee organization's staff, board, or clients; providing Neighborhood Connection with available photographs, slides, or graphics, with signed releases where required; or providing access to background material related to the funded project.

8. LIMIT OF COMMITMENT

This award is made with the understanding that Neighborhood Connections has no obligation to provide other or additional support for this project; nor does this award represent any commitment to, or expectation of, future support from the Foundation for this or any other project of the Grantee.

Individual Authorized to Sign for Grantee

Representative of Fiscal Agent (*if any*)

Please Print Name

Name of Fiscal Agent Organization

Date

Date

Name of Grantee Group