

Impact 100 Greater Indianapolis Terms of Grant Agreement 2006

This grant is made by Impact 100 Greater Indianapolis to *[name of organization]* (“Grantee”) in order to support Grantee’s *[describe project]* (“Grant Project”). This grant is made subject to the following terms and conditions:

1. The grant is earmarked for the Grant Project identified above, as described in Grantee’s funding proposal and related correspondence and Grantee agrees that this grant will be expended for the explicit purposes described in such proposal. The grant funds are not to be transferred, either partially or in their entirety, to any other entity or person. Any earnings accruing from these grant funds should be credited to the support of the activity being funded and added to the balance of the account.
2. Grantee certifies that it is an organization that is exempt from tax under 501 (c)(3) of the Internal Revenue Code or a supporting organization under 509(a)(3) and is not a private foundation under Internal Revenue Code section 509(a). If the Grantee is using a fiscal agent to receive Impact 100 Greater Indianapolis grant funds, the fiscal agent is required to meet these requirements as well. Grantee agrees to inform Impact 100 Greater Indianapolis in writing if there is (1) any change in Grantee’s tax exempt status, or (2) there is any reason to believe that its tax exempt status may be revoked or altered. In the event that Grantee loses its tax-exempt status before all grant funds have been spent, this agreement will be considered null and void and any remaining funds will be returned to Impact 100 Greater Indianapolis.
3. Grantee agrees to expend the grant funds as specifically itemized in the budget submitted with the proposal. No substantial changes in the budget may be made without prior written approval from Impact 100 Greater Indianapolis. (A “substantial change” for purposes of this paragraph is any change that exceeds 20 % of the amount specified in the budget line item or \$1,000, whichever is greater.) Grantee also agrees that any funds not used for the purposes described in Grantee’s proposal will revert to Impact 100 Greater Indianapolis.
4. Grantee agrees grant funds will not be used for inherently religious activities, including but not limited to worship, religious instruction, or proselytization. If Grantee engages in such activities, Grantee agrees that those activities will be offered separately, in time and location, from the programs or services funded with the grant funds. Any participation in such activities by beneficiaries of the grant-funded programs or services must be voluntary, and must be clearly understood to be voluntary. Grantee further agrees that it will not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
5. Grantee agrees to submit the following reports in accordance with the attached Report Guidelines:

- a. Interim Report. No later than *[Date]*, Grantee shall submit to Impact 100 Greater Indianapolis a full and complete report in writing regarding the use of the grant funds, compliance with the terms of the grant and the progress made toward achieving the goals of the grant.
 - b. Final Report. No later than *[Date]*, Grantee shall submit a final report with respect to all expenditures made from such grant funds and indicating the progress made toward the goals of the grant.
 - c. Other Reports. In addition to the interim report and final report, Grantee agrees to also submit other reports that Impact 100 Greater Indianapolis may reasonably request. Grantee also agrees to make its personnel available to confer with Impact 100 Greater Indianapolis members at the reasonable request of Impact 100 Greater Indianapolis regarding expenditures, records and progress of the Grant Project.
6. Grantee agrees to maintain its books and records in such a manner that the receipts and expenditures of the grant funds will be shown separately in an easily checked form. Grantee agrees to make such books, records and supporting documents available to Impact 100 Greater Indianapolis for inspection at reasonable times from the time of the acceptance of this grant through completion of the program. Grantee agrees to hold in a separate account the grant funds received from Impact 100 Greater Indianapolis during the duration of the grant period.
7. Until all grant funds have been expended, Grantee agrees to maintain insurance coverage of the kinds and limits listed in the Certificate of Insurance attached to Grantee's funding proposal. Grantee agrees to provide Impact 100 Greater Indianapolis a Certificate of Insurance evidencing such coverage and to notify Impact 100 Greater Indianapolis immediately of any change to such coverage.
8. Grantee agrees to cooperate with Impact 100 Greater Indianapolis' monitoring of the Grant Project for which the grant was received, including permitting Impact 100 Greater Indianapolis representatives to conduct on-site visits upon reasonable notice.
9. Grantee agrees to formally acknowledge Impact 100 Greater Indianapolis as a sponsor of the specific program being supported and will submit draft copies of any publicity about the grant for Impact 100 Greater Indianapolis' approval prior to its release. Grantee also agrees to forward copies of any news releases, published materials, or media articles that come to Grantee's attention mentioning the grant. The use of the Impact 100 Greater Indianapolis logo shall be in the manner requested by Impact 100 Greater Indianapolis on annual reports, newsletters or other publicity and materials.

10. In the case of any violation by Grantee of the terms and conditions of the grant, including but not limited to, failing to execute the work of the grant in substantial compliance with the proposal, Impact 100 Greater Indianapolis may terminate the grant. Upon termination of this grant for any reason, Grantee agrees to immediately repay to Impact 100 Greater Indianapolis any portion of the grant funds that were not spent for the Grant Project.

11. This agreement sets forth all terms of the grant and replaces all prior understandings and agreements. Any modification or amendment will be made only in writing signed by Impact 100 Greater Indianapolis and an authorized officer of Grantee.

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of Impact 100 Greater Indianapolis' grant and hereby certify my authority to execute this agreement on Grantee's behalf.

Signature of Executive

Director _____ Date _____

Name _____

Signature of Board

Chair _____ Date _____

Name _____

Witness

Date