



Community Foundation of Northwest Georgia
www.communityfoundationnwga.org
P.O. Box 942
South Thornton Avenue
Dalton, GA 30720
706.275.9117

GRANT AGREEMENT

This grant to your organization from The Community Foundation of Northwest Georgia, Inc., (Community Foundation) is for the explicit purpose(s) described below and is subject to your acceptance of the following provisions and conditions. In order for any funds to be distributed this form must be signed and returned to the Community Foundation.

Grantee: _____

Amount of Grant: _____

Date Authorized: _____

Grant Purpose: _____

1. Grant Period

Grant funds will be available to your group for *one year* from the date of this agreement.

2. Expenditure of Grant Funds

Your grant is for the purposes stated in your Grant Proposal, and funds provided by the Community Foundation may be spent only as described in that grant request. Modifications to the program described in the grant proposal may be made only with the prior written approval of the Community Foundation.

3. Financial Accounting

You are responsible for the expenditure of funds and for maintaining complete financial records consistent with generally accepted accounting practices. Please keep adequate records to enable the Community Foundation to easily determine the use of the grant funds. If requested, you agree to make your books and records available for inspection by officers and representatives of the Community Foundation at reasonable times and upon advanced notice.

4. Reversion of Funds

You must return any unexpended funds to the Community Foundation

- at the end of the grant period
- if the Community Foundation determines that the Grantee has not performed in accordance with this agreement
- if you lose your exemption from Federal income taxes under Section 501(c)(3) of the Internal Revenue Service Code.

5. Publicity

The Community Foundation encourages publicity of its grants in all of your relevant published material -- brochures, programs, annual reports, etc. In materials specific to this specific grant, we ask that you include the line, "*Made possible in part by a grant from the Community Foundation of Northwest Georgia, Inc.*" If your donors are listed in printed materials, please include the Community Foundation of Northwest Georgia in the appropriate contribution size category.

6. Grant Completion Forms

To help the Foundation assess our grantmaking process, measure our impact throughout Northwest Georgia, and assist us in marketing our community support, we ask that you complete a Grant Completion Form at the end of the grant period. Please include a brief narrative description of the *impact of this grant on your mission, your clients, your constituents, and your organization*. The Community Foundation may use this information in its annual report, brochures or other special marketing materials, as opportunities arise.

Please include photographs that illustrate the impact of the specific project. The photographs you provide may be used in future Community Foundation publications, and your acceptance of this agreement constitutes permission for the Community Foundation to use the photographs you provide in our publications or other media.

You may send your completed Grant Completion Form and photographs to our office by mail, fax, or via email. Grant Completion Forms are available on our web site.

7. Limit of Commitment

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

I agree to each of the above Grant Provisions, signed:

Authorized Representative of Grantee Organization

Date

Print Name and Title

Please maintain a copy of these provisions for your records. Future grant applications will not be considered if these provisions are not met.