

**GRANT AGREEMENT**

Foellinger Foundation, Inc., ("the Foundation") is pleased to enter into the Grant Agreement described below, subject to the following General Conditions and any Special Conditions included in the agreement.

**DESCRIPTION OF GRANT**

**Grantee (name and address):**

**Grant Request ID#:**

**Grant Approval Date:**

**Amount of Grant:**

**Grant Period:**

**Grant Expiration Date:**

**Purpose of the Grant:**

*Information about grant restrictions and contingencies will be noted here and also under Tentative Payment Schedule (page 2) and Special Conditions (page 4).*

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## GENERAL CONDITIONS

The Grantee accepts and agrees to comply with the following General Conditions:

1. **PURPOSE.** The grant shall be used solely for the purpose specified in this Agreement.
2. **ACCOUNTING AND FINANCIAL REQUIREMENTS.** The use of grant funds is restricted solely to the purpose of the grant and should be so designated on Grantee accounting and financial records. Under no circumstances may grant funds be expended, borrowed (inter-fund), pledged or transferred for reasons unassociated with the stated purpose of this grant.
3. **ACCOUNTING RECORD REQUIREMENTS AND FINANCIAL REVIEW.** The receipts and disbursements related to this grant shall be retained by the Grantee for at least two years after final disbursement of the grant. The Foundation may, at its expense and on reasonable notice to the Grantee, inspect, audit, or copy the Grantee's records pertaining to this grant.
4. **TENTATIVE PAYMENT SCHEDULE.** The schedule of grant payments is a preliminary estimate of the timing and amount of payments to the Grantee.

### Payment Date

### Amount of Payment

*Grant payments are generally contingent upon:*

- ◆ *Returning a signed grant agreement.*
- ◆ *Attendance at a logic model and measurement framework technical assistance session (if required based on feedback from the Foundation's evaluation consultant).*
- ◆ *Submission of a clarified logic model, measurement framework, and budget.*
- ◆ *Satisfactory progress reports for all current grants.*

*Other contingencies and/or restrictions may also be included on this page.*

The Foundation, on its own initiative or at the request of the Grantee, may modify scheduled dates and payment amounts and will notify the Grantee of such changes.

5. **REPORTING REQUIREMENTS.** In accordance with the schedule on this page, the Grantee shall furnish to the Foundation written reports on the progress of the grant. The financial information included in the progress reports must show a comparison of actual to budgeted expenditures.

**GRANT ID NUMBER, REPORT NAME AND TIME PERIOD MUST BE INCLUDED ON ALL REPORTS SUBMITTED**

**Report Due Date**

**Report Required**

**Period Covered**

*The Foellinger Foundation requires grantees to submit satisfactory progress reports and organizational financial information including operating and/or program/project/capital budgets, audits and IRS Form 990's. If an organization has more than one grant with the Foellinger Foundation, multiple copies of the audit and IRS form 990 are not required for each grant. Organizations with multiple grants should submit one audit and one IRS Form 990 referencing all grant ID numbers on the submitted documents.*

The Foundation generally withholds payment of grant monies until accurate and complete progress reports are received.

The Grantee shall furnish a copy of its annual audited financial statements to the foundation for each year which is included partially or wholly within the grant period.

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**6. GRANT MONITORING AND EVALUATION.** The Foundation may monitor and evaluate this grant. This activity may include visits by representatives of the Foundation or by independent evaluators working with the Foundation.

**7. SELECTION OF INDIVIDUALS AND ORGANIZATIONS.** The Grantee shall have the exclusive right to select the individuals and organizations needed to fulfill the purpose of the grant. The Foundation may provide that the Grantee in the exercise of its right of selection shall observe certain criteria, such as the independence of project evaluators; educational or other qualifications of persons who will perform certain duties in connection with this grant; and characteristics of organizations which shall be relied upon to achieve the charitable purposes of this grant.

**8. EXEMPT AND FOUNDATION STATUS.** The Grantee has furnished information to the Foundation respecting the Grantee's status under Internal Revenue Code sections 170(b)(1)(A), 501(c) and 509(a). The grantee shall give immediate notice to the Foundation of every change in such status. In the event of a change in such status, the Foundation may postpone disbursement of or cancel the unpaid portion of the grant.

**9. REVERSION OF GRANT.** Any portion of the grant unexpended at the completion of the grant period shall be repaid to the Foundation within 30 days unless the Foundation shall otherwise specify in writing.

**10. CANCELLATION OF GRANT.** If the Grantee fails, within 30 days after notice from the Foundation, to perform any of its duties under the Agreement, the Foundation may at any subsequent time by notice to the Grantee postpone and/or cancel payment of the undisbursed portion of the grant.

**11. WITHDRAWAL OF GRANT.** After entering into a Grant Agreement, it is possible that circumstances will arise which will indicate that an unpaid grant should not be disbursed. If that should happen with this grant, the Foundation acknowledges that the Grantee, nevertheless, would be entitled to reimbursement for expenses connected with the grant and already paid by the Grantee or for which it became legally responsible before notification of the Foundation's decision. Accordingly, the Foundation may at any time, with or without cause, cancel the unpaid portion of this grant by notice to the Grantee. As soon as possible after such notice, the Grantee shall furnish a complete list of such expenses, and the Foundation shall pay to the Grantee an amount equal to the total of those expenses. After making such payment, the Foundation shall have no further obligation to the Grantee, its officers, agents or representatives.

**12. TECHNICAL ASSISTANCE.** The Foundation may make available to a Grantee technical assistance from a member of the Foundation's staff or from one of its consultants. In every case, the Grantee is entirely free to accept or disregard in whole or part the recommendations offered. Neither the Foundation nor the person offering assistance to the Grantee shall have any liability to the Grantee, its officers, agents or representatives because of reliance on such assistance or adoption of such recommendations.

**13. PUBLICITY.** If the Grantee wishes to issue a news release concerning this grant, the text of the proposed release must be submitted to the Foundation for review prior to the release date. No release shall be made without the Foundation's approval.

**14. ADDITIONAL SUPPORT.** By making this grant, the Foundation assumes no obligation to provide other or future support for the Grantee.

**15. OFFICIAL NOTICES.** Official notices under this Agreement shall be in writing and shall be deemed to be given when delivered or mailed by registered or certified mail to the Foundation or the Grantee at the addresses specified on the signature page.

**16. INDIANA LAW.** The law of the State of Indiana exclusively shall govern and apply to all legal proceedings pertaining to the Agreement or otherwise concerning the subject matter of this Agreement. All such legal proceedings shall be heard exclusively in the state or federal courts with subject matter jurisdiction sitting in Indiana, and the Grantee submits to the personal jurisdiction and venue of such courts for such purposes.

**17. SPECIAL CONDITIONS.**

*Grant contingencies and/or restrictions that are specific to the grant purpose are listed in this section of the grant agreement.*

**18. EXECUTION OF GRANT AGREEMENT BY FOUNDATION AND GRANTEE.**

This Grant Agreement was executed by Foellinger Foundation, Inc. at Fort Wayne, Indiana, on \_\_\_\_\_.

**Foellinger Foundation, Inc.**

By \_\_\_\_\_

Title \_\_\_\_\_ President \_\_\_\_\_

Address \_\_\_\_\_ 520 E. Berry Street, Fort Wayne, IN 46802 \_\_\_\_\_

**«RECIPIENT ORGANIZATION NAME»'S ACCEPTANCE**

The «Recipient\_Organization\_Name» accepts the terms and conditions set forth in the Grant Agreement, and agrees to perform its responsibilities as specified in the Grant Agreement.

Executed by the Grantee on \_\_\_\_\_  
Date

**Grantee's Name** \_\_\_\_\_

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

**MUST BE ACCEPTED BY BOARD PRESIDENT or CHAIR**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

## GRANT AGREEMENT ADDENDUM

### PROGRESS REPORT NARRATIVE REQUIREMENTS

#### **Early Childhood, Youth, and Family Development Grants *ONLY***

##### **Grant Narrative**

1. Describe how the grant has impacted children and their families particularly those with the greatest economic need and the least opportunity as outlined in the grant application.
2. List any new or updated local data to support the information provided in #1.
3. Please:
  - a) Explain any differences between the proposed and actual outputs and outcomes.
  - b) Explain what your organization learned as a result of evaluating this grant, and what programmatic changes are planned as a result.
4. Please attach a blank copy of the data collection tool(s) and/or instrument(s) used to gather data for the measurement framework. If you are using the same tool(s)/instrument(s) that were submitted with your prior progress report(s) for this grant, then you do not need to resubmit the information.
5. Please explain how your organization required accountability from its participants to meet the outcomes funded by this grant.

##### **Effectiveness Narrative**

1. Describe any other lessons the organization has learned while implementing this grant and how these lessons have helped improve organizational effectiveness. If your organization has multiple grants from the Foundation, you will need to indicate how these grants interrelate with each other to achieve organizational effectiveness.
2. How did your organization publicize the Foundation's support of this grant?

### PROGRESS REPORT NARRATIVE REQUIREMENTS

#### **Strengthening Organizations Grants *ONLY***

##### **Grant and Effectiveness Narrative**

1. Please list any new or updated information about your organization since the submission of the strengthening organizations grant application. In particular, questions #1 (mission), #2 (aligning programs and projects with that mission), and #3 (using financial data in decision-making processes).
2. Please provide a detailed explanation about the progress of the grant including:
  - a) How the project is being implemented.
  - b) How board and staff members are participating and/or engaged in the project.
  - c) How the project consultant(s) is/are meeting your expectations.
  - d) Financial report comparing budgeted and actual expenses.

3. Describe how your organization is using the project outcomes and lessons learned to improve organizational effectiveness.
4. Describe the steps your organization is taking to ensure that the results of the project are sustained for the next three years.

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## **PROGRESS REPORT NARRATIVE REQUIREMENTS**

### **Community Interests Grants *ONLY***

#### **Grant Narrative**

1. Describe how the grant has impacted the proposed participants as outlined in the original grant application.
2. List any new or updated local data to support the information provided in the original grant application.
3. Please:
  - a) Explain any differences between the proposed and actual outputs and outcomes.
  - b) Explain what your organization learned as a result of evaluating this grant, and what programmatic changes are planned as a result.
4. Please explain how your organization required accountability from its participants to meet the outcomes funded by this grant.

#### **Effectiveness Narrative**

1. Describe any other lessons the organization has learned while implementing this grant and how these lessons have helped improve organizational effectiveness. If your organization has multiple grants from the Foundation, you will need to indicate how these grants interrelate with each other to achieve organizational effectiveness.

## **PROGRESS REPORT REQUIREMENTS**

### **Early Childhood, Youth, and Family Development Grants AND Community Interests Grants**

#### **Measurement Framework - Evaluation Plan**

Please fill in the “Actual Results” column on your measurement framework (evaluation plan) and submit it as part of the progress report.

#### **Year-to-date Organizational Financial Report**

Please provide a financial report comparing the year-to-date actual and budgeted revenue and expenditures for the organization.

#### **For organizations awarded a program, project, or capital grant (see “Purpose of the Grant”, page 1, “Description of Grant”):**

Please provide a financial report comparing the year-to-date actual and budgeted revenue and expenditures for the **grant purpose**.

#### **Please note:**

- Unsatisfactory progress reports do not contain narrative content that aligns with the original application and that describes the organization’s efforts to implement the grant.
- Unsatisfactory reports appear to be almost identical to prior progress reports with only minimal changes inserted.
- Incomplete progress reports are reports that do not contain all of the technical elements listed above (narrative, measurement framework, and financials).

- Unsatisfactory and/or incomplete progress reports will be returned.

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