

EXAMPLE



Osteopathic Foundation of West Michigan

GRANT AGREEMENT

The grant to your organization from the Osteopathic Foundation of West Michigan is for the explicit purpose described in your request, subject to any special conditions described in Section V below. To acknowledge this Agreement, to accept the grant, and to be eligible to receive the funds when needed, please sign a copy and return it to the Foundation. Please refer to the grant number and the grant project title in all future communications regarding this grant.

<p>DATE AUTHORIZED:</p> <p>GRANTEE:</p> <p>AMOUNT:</p> <p>GRANT NUMBER:</p> <p>GRANT PERIOD:</p> <p>GRANT PROJECT TITLE / PURPOSE:</p>
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I. PUBLICITY

FAILURE TO COMPLY WITH THE PUBLICITY REQUIREMENTS OF THE GRANT AGREEMENT MAY RESULT IN LOSS OF FUNDING AND/OR LOSS OF ELIGIBILITY OF FUTURE FUNDING THROUGH THE FOUNDATION.

- A. **ACKNOWLEDGMENT OF FUNDING SOURCE:** The Osteopathic Foundation of West Michigan must be acknowledged as a funding source, and the Foundation's logo must be displayed prominently in all printed materials, speeches, interviews, newsletters, brochures, and news releases. Please use the sentence below to describe the source of funding.

This program is made possible by a grant from the Osteopathic Foundation of West Michigan.

- B. **NEWS RELEASE:** Grantees must submit a news release to local newspapers announcing the grant award at or before the time the funds are requested. A copy of this Release must be sent to the Foundation. In order to fulfill the Foundation's publicity requirement, include the following standard paragraph regarding the Osteopathic Foundation of West Michigan:

The Osteopathic Foundation of West Michigan is a public charitable foundation with the purpose of expanding and improving the quality and scope of Osteopathic medical education and services in our community; enhancing the public's understanding of Osteopathic medicine; and improving the health of our community.



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- C. *PHOTOGRAPHS*: The Grantee is required to submit two photographs of the funded program to the Foundation. Please send the photographs when available, but as early as possible, so that they may be used in a timely manner in Foundation publications.
- D. *ORGANIZATIONAL NEWSLETTER*: If applicable, a copy of the organization newsletter, featuring the Foundation grant, must be sent to the Foundation within a week of publication. Copies of printing, advertising, and promotional materials prepared for this activity must be forwarded to the Foundation as they are developed.
- E. *FOUNDATION LOGO*: The Foundation logo, supplied by the Foundation, must be displayed prominently on all printed materials related to the funded program.
- F. *ALL OTHER PUBLICITY*: In any other description or promotion of the funded program given by the organization, including speeches, the Foundation must be acknowledged as a source of funding.

II. GRANT PAYMENT

It is the policy of the Osteopathic Foundation of West Michigan to not pay a grant until the money is actually needed by the recipient organization.

Before funds will be disbursed to the grantee, the signed copy of this Agreement must be in the Foundation Office. Also, notice must be received that the grantee has complied with any special conditions of the grant listed in section V of this Agreement.

Expected Pay Date(s): Within two weeks of receiving the signed grant agreement.

Amount: \$

III. EXPENDITURE OF FUNDS

This grant is to be used only for the purpose described in your grant request and stated above, in accordance with the approved budget. The program is subject to modification only with the Foundation's prior written approval.

- A. The grantee shall return to the Foundation any unexpended funds:
 - 1. At the end of the grant period.
 - 2. If the Foundation determines that the grantee has not performed in accordance with this Agreement and approved program/budget.
- B. No funds provided by the Foundation may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of non-partisan analysis, study, and research.
- C. Expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date and may be incurred only as necessary to carry out the purposes and activities of the approved program.



- D. The Grantee organization is responsible for the expenditure of funds and for supporting records consistent with generally accepted accounting practices.
- E. The Foundation reserves the right to examine the progress of any grant. If in the judgment of the Trustees a grant has not adequately met its originally stated goals and objectives, the Foundation reserves the right to terminate the grant and cease making further payments or require that the recipient return any portion or all of the previously paid grant, at the point in time which it deems to be appropriate.

IV. REPORTS TO THE FOUNDATION

After the grant funds have been expended, the Foundation requests that it be sent a report including the following: an itemization of how the funds were expended, an evaluation of the activities and success of the project, copies of any evaluation forms, if used and any other additional information which will allow the Foundation to determine that the grant was used for the purpose intended and for the Foundation to fulfill its own public reporting responsibilities. In some cases, the Foundation may also request quarterly or semi-annual reports. If interim reports are required, it will be noted in Section V as a special condition of the grant. Such reports shall supply sufficient information as necessary for the Foundation to determine that the grant is being used for the purposes intended and for the Foundation to fulfill its own public reporting responsibilities.

OSTEOPATHIC FOUNDATION OF WEST MICHIGAN

By: _____

Its: _____

Date: _____

<ORGANIZATION NAME>

By: _____
Signature

Name (Print or Type)

Its: _____
Title (Print or Type)

Date: _____