



Project Grant Agreement

Date of Agreement: _____

Grantee: _____

Purpose of Grant: _____

Total Grant Amount: _____

Award Date: _____

Grant Period: _____

This grant is awarded by the Southeast Virginia Community Foundation and is subject to the following terms and conditions:

- A. The Grantee confirms that it is an organization that is currently recognized by the Internal Revenue Service (the "IRS") as a public charity under sections 501(c)(3) and 509(a)(1) or (3) of the Internal Revenue Code. The Grantee will inform the Southeast Virginia Community Foundation immediately of any change in, including IRS-proposed or actual revocation of (whether or not appealed), its tax status as described above.
- B. This grant may be used only for the Grantee's charitable and educational activities. While the Southeast Virginia Community Foundation understands that the Grantee may participate in the public policy process consistent with its tax-exempt status, the Grantee may not use any Southeast Virginia Community Foundation grant funds to lobby or to otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on any voter registration drive. This grant must be used only for the project identified above and as described in the Grantee's proposal and related correspondence, and may not be expended for any other purposes without the Southeast Virginia Community Foundation's prior written approval. The Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control of the grant and expenditure of grant funds. The Southeast Virginia Community Foundation may request that the Grantee return any unexpected grant funds remaining at the end of the project period.
- C. The Grantee will provide the Foundation with a Final Grant Report (attached) at the end of the grant period.

- D. The Grantee will promptly provide such additional information, i.e. reports and documents, as the Southeast Virginia Community Foundation may request. The Grantee will allow the Foundation and its representatives to have reasonable access during regular business hours to files, records, accounts, or personnel that are associated with this grant for the purpose of making such financial reviews, verifications, or program evaluations as may be deemed necessary by the Foundation.
- E. The Grantee will allow the Foundation to review and approve the text of any proposed publicity concerning this grant prior to its release. If this grant is to be used for a film, video, book, or other such product, the Southeast Virginia Community Foundation reserves the right to request a screening or preview of the product during the final production stages and before deciding whether or not to be credited as a funder of the product.
- F. The Southeast Virginia Community Foundation reserves the right to require a total or partial refund of any grant funds if in the Foundation's sole discretion such action is necessary: (1) because the Grantee has not fully complied with the terms and conditions of this grant, (2) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation, or (3) to comply with any law or regulation applicable to the Grantee, the Foundation, or this grant.
- G. The Grantee's deposit, negotiation, or endorsement of the enclosed check will constitute its agreement to the terms and conditions set forth above. However, for the Foundation's files, please have the enclosed copy of this agreement reviewed and signed where indicated by an authorized officer of the Grantee and afterwards returned to us within three weeks of its receipt.

On behalf of the Grantee, I understand and agree to the foregoing terms and conditions of the Southeast Virginia Community Foundation's grant and hereby certify my authority to execute this agreement on the Grantee's behalf.

Signature: _____

Printed Name: _____

Title: _____

Date: _____