

GENERAL GRANT TERMS, CONDITIONS AND UNDERSTANDINGS FOR
EXPENDITURE RESPONSIBILITY

In addition to the specific *terms and conditions in the notification letter dated* _____, to which these General Grant Terms, Conditions and Understandings are attached, The Quad Cities Community Foundation (the Community Foundation) is awarding this grant for \$ _____ for (purpose) from the (fund) to you as the Grantee contingent upon the following:

Expenditure Responsibility

Because your organization does not have 501(c)3 tax status from the Internal Revenue Service, this grant is an "expenditure responsibility" grant. By accepting this grant, you agree to cooperate fully with the Community Foundation to assure that the Community Foundation is able to satisfy all of the requirements of an "expenditure responsibility" grant in accordance with rules and regulations. This information may be provided in any of the following ways:

- (i) A written report of the activities of the organization with a detailed accounting of the expenditures made of monies received from the Community Foundation.
- (ii) A copy of the check register of the organization with explanations of items that are not clearly charitable.
- (iii) Copies of receipts for all expenditures with explanations of items that are not clearly charitable.

Expenditure of Funds

This grant is made for the purpose outlined in the notification letter and may not be expended for any other purpose without the Community Foundation's prior written approval. The grantee agrees not to expend any grant funds for any political or lobbying activity. Any portion of the grant unexpended at the completion of the project or the end of the period shall be returned immediately to the Community Foundation.

Records and Reports:

You are required to keep a record of all receipts and expenditures relating to this grant and must provide the Community Foundation with a report summarizing the project promptly following the end of the period during which you are to use all grant funds via the online grants system. The Community Foundation may also require interim reports. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the uses or expenditure of all grant funds. You must account for the funds specifically and separately on your books. You are required to keep the financial records with respect to this grant, along with copies of any reports submitted to The Community Foundation.

Required Notification

You are required to provide the Community Foundation with immediate written notification of:

- (i) Any changes in your organization's tax-exempt status;
- (ii) Your inability to expend the grant for the purposes described in the grant award letter;
or
- (iii) Any expenditure from this grant made for any purpose other than those for which the grant was intended.

Quad Cities Community Foundation

Right to Modify or Revoke

The Community Foundation reserves the right to discontinue, modify or withhold any payments for this grant, and any future grants, or to require a refund of any grant funds if such action is necessary:

- (i) Because you have not fully complied with the conditions of this grant;
- (ii) To protect the purpose and objectives of the grant or any other charitable activities of the Community Foundation; or
- (iii) To comply with the requirements of any law or regulation applicable to you, of the Community Foundation or this grant.

Please return this signed contract within 14 days of receipt. If the Community Foundation does not receive signed copies of its grant award letter and of these general grant terms within 30 days after the date of this letter, this grant *may* be revoked.

The undersigned certify that they are authorized officers of the Grantee and accept this grant, to observe all of the terms and conditions, and deliver on behalf of the Grantee all grant agreements, representations, receipts, and reports.

ACCEPTED AND AGREED TO: _____ Organization Name

(typed/printed) Executive Director OR Board Chair OR Equivalent Title

(signature) Executive Director OR Board Chair OR Equivalent Title

Date