

Community Foundation of Middlesex County

Grant Agreement

By accepting a grant award, you are:

- Certifying that your organization is a qualified 501c3 organization or 170c1 governmental agency recognized and currently in good standing with the IRS.
- Agreeing to notify the Community Foundation immediately of any change in (a) Grantee's legal or tax status, (b) Grantee's executive or key staff responsible for achieving the grant purposes, and (c) Grantee's ability to expend the grant for the intended purpose.
- Acknowledging that these funds may only be used for charitable purposes as described in Section 170c2 of the IRS code, and funds may not be used for any political or lobbying activity. In addition, no tangible benefits, goods or services may be received by our donors or by staff members of the Community Foundation of Middlesex County in exchange of this contribution.
- Agreeing that the funds may only be used for the purpose outlined above and in your original application; you must notify us if you are unable to do so. Any significant change to the program or project which will alter the use of the funds from the purpose of the original grant application must be submitted to the Community Foundation in writing for approval prior to the grant funds being spent.
- Agreeing to maintain records adequate to demonstrate that the grant funds were used for the purpose for which the grant is made.
- Agreeing to return to the Community Foundation any unexpended funds or any portion of the grant that is not used for the purposes as detailed in the grant application.
- Agreeing to provide the Community Foundation the opportunity to review and approve the content of any proposed publicity concerning this grant prior to its release and to recognize the Community Foundation in all publicity materials related to the funded project or program, as specified in the grant notification letter. The Community Foundation has developed a comprehensive *Grantee Communications Guidelines Kit* which is available on our website at <https://middlesexcountycf.org/non-profits/resources/forms-pr-guidelines/> or by contacting our office.
- Acknowledging that the Community Foundation may include information about this grant in the Community Foundation's periodic public reports, newsletter, news releases, social media postings, and on the Community Foundation's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.
- Agreeing to submit a written evaluation report promptly upon completing the program or project and when the grant funds are fully used. The final grant evaluation is available on the Community Foundation's website at <https://middlesexcountycf.org/non-profits/resources/forms-pr-guidelines/> or by contacting our offices.