

I. PUBLICIZING GRANTS CONT.

- A. Grantee shall recognize the Foundation in all publicity materials related to the funded project or program, **as specified in the grant notification letter.**
- B. The Foundation retains the right to review and approve the content of any proposed publicity concerning this grant prior to its release.
- C. Grantee shall allow the Foundation to include any information about this grant, including your logo or trademark, and materials about your organization, in any of the Foundation’s publicity and reports.

Marketing/Communications Contact for Your Organization:	Dean Gazza
Contact Phone Number:	920.993.3103
Contact Email:	dean.gazza@appleton.org

II. EXPENDITURE OF FUNDS

This grant is to be used only for the purpose(s) described on page 1 of the Agreement. It is subject to the Foundation’s terms and conditions as agreed to by your organization upon submission of its application, and as reiterated below. **The program may be modified only with the Foundation’s prior written approval.** In addition,

- A. **The grantee shall return to the Foundation any unused funds:**
 - 1. at the end of the grant period, unless written permission has been secured for an extension, or
 - 2. if the grantee has not performed as per this agreement and approved program/budget, or
 - 3. if the grantee loses its status as a public charity.
- B. Grantee agrees to notify the Foundation immediately of any change in grantee’s legal or tax status, or grantee’s executive or key staff responsible for achieving the grant purposes, or grantee’s ability to expend the grant for the intended purpose.
- B. Funds provided by the Foundation may not be used to participate or intervene in political campaigns or to support an attempt to influence legislation except to the extent that such activities are permissible under IRS rules pertaining to recognized 501(c)(3) organizations.
- C. Unless specifically authorized in writing by the Foundation, expenses charged against this grant may not be incurred prior to the start date of the grant or after the grant’s end date as listed on page 1 of this Grant Agreement. Expenses 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 maintaining adequate supporting records. Grantee shall give the Foundation reasonable access to the grantee’s files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and maintain such files and records for a period of at least four years after completion or termination of the project.

Initials _____

III. REPORTS TO THE FOUNDATION

Progress Reports: Funding for each year of a multiple year commitment is conditional upon receipt, review, evaluation and approval of Progress Reports. The Foundation may require a report in writing, completion of a form, or an interview and presentation prior to approval of future year payments.

Final Reports: If required as a condition of this grant, the Foundation will forward a form prior to the due date, with an expectation that it be completed in full and returned by the deadline indicated.

IV. LIMIT OF COMMITMENT

Unless stipulated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

By signing below, City of Appleton understands and agrees that granted funds are to be used only for the purpose(s) set forth in its application and this agreement.

Upon receipt of the signed agreement, the Community Foundation will co-sign the document and return a copy to you for your records.

The undersigned are authorized to commit the grantee to abide by terms and conditions as set forth herein.

Executive Director (signature)
City of Appleton

Board Chair or Chair Elect (signature)
City of Appleton

Print Name

Print Name

Date

Date

Annamarie Engelhard
VP Donor Services & Gift Planning
Community Foundation for the Fox Valley Region

Date

Initials _____