

PCCF Grant Agreement

This agreement details the responsibilities of the Parke County Community Foundation ("Foundation") and your organization ("Grantee"), and the terms and conditions of the grant that has been awarded to your organization. Please note that the Foundation requires this agreement to be signed and submitted before any grant funds will be sent.



I. Use of Funds*

The grant is to be used solely for the project as described in Grantee's application. Any monies received under this agreement should be expended for no other purposes. Any funds not used for the specific purpose of the grant must be returned to the Foundation, unless otherwise authorized in writing by the Foundation. Grantee specifically agrees that no part of the funds received from this grant will be used to carry on propaganda, influence legislation, influence the outcome of any specific public election, or carry on, directly or indirectly, any voter registration drive.

II. Non-Profit Status*

Grantee agrees immediately to notify the Foundation, in writing, if:

- Grantee's federal tax status is revoked or altered.
- Grantee has reasonable grounds to believe that its tax-exempt status may be revoked or altered; or,
- Grantee has reason to believe that these grant monies cannot be or continue to be expended for the specific purposes detailed.

In the event that Grantee's tax-exempt status is revoked or altered before all funds under this grant are dispensed, this grant contract will be considered null and void and all obligations of the Foundation hereunder will terminate.

III. Regulatory Compliance Cooperation*

Grantee will cooperate with the Foundation in supplying additional information or in complying with any procedures which might be required by any governmental agency in order for the Foundation to establish the fact that it has observed all requirements of the law with respect to this grant.

IV. Financial Records*

Grantee agrees to maintain and submit all financial documents and/or records pertaining to this grant.

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V. Acknowledgement*

Grantee agrees to the following conditions regarding acknowledgment of funding from the Parke County Community Foundation:

- All promotional materials, press releases, social media posts, websites, signage and publications related to the funded project must:
 - Include the Parke County Community Foundation's official logo
 - Acknowledge that the project was funded, in part or in whole, by a grant from the Parke County Community Foundation
- Submit advanced copies of all publications and related photos to the foundation
- Tag the Parke County Community Foundation in all social media posts.

Facebook: [Parke County Community Foundation](#)

Display of PCCF Support:*

Grantee understands that the Parke County Community Foundation may request that any grant recipient display advertisement of the Foundation's support at the area of the organization and/or project. The Foundation will provide a yard sign or other form of advertisement. By accepting this award, the grantee agrees to display any advertisement of support the Foundation deems appropriate and will work with Foundation staff to arrange placement of said advertisement.

VI. Logo Usage*

Grantee agrees to the following conditions regarding usage of the Parke County Community Foundation logo:

- The Foundation's official logo can be received by emailing amy@parkeccf.org
- Logo must be used respectfully and appropriately in all materials

VII. Reporting Requirements*

Grantee agrees to submit all required and requested reporting in a timely manner.

- A final report detailing the project's impact and use of funds is due within 30 days of the projects listed end date for all grant awards over \$5,000 as well as any grants the Foundation determines final reports are needed for. (Your will be notified if final reporting is required for any grant under \$5,000)
- For larger projects, intermittent reports may be requested at any time by the Foundation.
- Reporting will consist of answering a series of questions and submitting all required/requested documentation including but not limited to financial records and photos.

VIII. Acceptance of Terms & Conditions*

Receipt of funding is conditional upon Grantee's acceptance of the terms and conditions set forth herein. By selecting the "I Accept Grant Terms and Conditions" below Grantee agrees to accept and comply with the stated terms and conditions of this grant. Grant checks will be sent via US Mail upon receipt and review of this signed grant agreement.