

**GRANT AGREEMENT BETWEEN**

\_\_\_\_\_  
**AND**

**THE ROBERT E. FRAZIER TRI-CITY AREA CHARITABLE GRANT FOUNDATION,  
LLC**

THE ROBERT E. FRAZIER TRI-CITY AREA CHARITABLE GRANT FOUNDATION, LLC (hereinafter referred to as the Foundation) has awarded a grant in the amount of \$ \_\_\_\_\_ to \_\_\_\_\_ (hereinafter referred to as the recipient) pursuant to the recipient's application for grant filed for the Foundation's \_\_\_\_\_ grant cycle. The purpose of the grant is to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

In accepting this grant, the recipient agrees to the following terms and conditions:

**Purpose of Grant and General Information.**

1. The recipient will use the grant funds only for the purpose(s) detailed in the grant request, as restricted by any award letter issued by the Foundation and attached to this agreement as an exhibit.
2. The recipient will carry out the project in accordance with all applicable laws, regulations, rules, and project directives. Moreover, governmental units will comply with, as applicable, either the Kentucky Model Procurement Code or, if more restrictive, specific policies adopted by the applicant. Public charities will comply with all internal procurement policies and must obtain a minimum of three quotations for all contracts, goods, and services where the expected cost will exceed \$20,000. Acceptance may be based on an evaluation of price, quality, delivery, and after sale-terms.
3. The grant period begins on the date this agreement is executed. The grant period ends on \_\_\_\_\_.
4. The recipient will notify the Foundation immediately if the project is cancelled or delayed. Any request to extend the duration of the grant period must be submitted in writing to the Foundation no later than 2 months prior to the scheduled end date. Such request for extension must contain reasons for the request, revised project completion date, and current status documented by submission of a completed Grant Report Form and an interim Project Financial Information Form.
5. The recipient represents and warrants to the Foundation that it is either (1) exempt from tax under Internal Revenue Code Section 501(c)(3) and currently recognized by the Internal Revenue Service as a public charity under Section 509(a)(1) or 509(a)(2) of the Internal

Revenue Code or (2) a Section 170 governmental unit. The recipient will notify the Foundation immediately if exempt organization status is changed or revoked.

6. No portion of the grant funds and any income thereon will be used to carry on propaganda or otherwise attempt to influence legislation, to influence the outcome of a public election, or to carry on a voter registration drive.

#### Accounting and Audit.

1. The recipient must account for receipt of funds and expenditures of those funds in a manner consistent with applicable accounting principles. Separate accounts should be established for each line item expenditure appearing in the approved program budget entered on the Project Financial Information Form described below with corresponding expenditures charged to the separate accounts as incurred. Expenditures charged against this grant may not be incurred either prior to the date of this grant agreement or after the expiration or termination date of the grant and may be incurred only as necessary to carry out the purposes and activities of the approved program as set forth in this grant agreement and the grant application.
2. The recipient will maintain complete and accurate accounting records relating to the project and will retain all related records to include receipts, invoices, and cancelled checks relating to the expenditure of grant funds for a period of 4 years following the completion of the project and the issuance of its final report to the Foundation. Further, at the request of the Foundation, the recipient will make such books and records available for inspection by the Foundation or its designated agents.
3. The recipient will provide, as specified below, full written reports on the use of awarded funds. The Project Financial Information Form on which the approved budget amounts appear must be used for this purpose. Multiple copies of the Project Financial Information Form accompany this grant agreement document for use in preparing the required reports. As indicated thereon, actual expenditures must be provided in comparative form with the corresponding budget line items. This report may relate to the specific use of this Foundation grant, or it may represent the project receipts and expenditures to include other grant-making organizations. A final report is required within 3 months following the end of the grant period. For grant periods in excess of one year, interim reports must be submitted within 3 months following each anniversary of the grant award date. In addition, as noted above, an interim report is required in connection with any request to extend the grant period.

#### Project Completion and Evaluation.

1. The recipient will return all funds constituting this grant that are not used for the purpose of the grant no later than 3 months following the end of the grant period. In analyzing the use of its funds, the Foundation considers its grant to be the last grant made, so that additional funds remaining at the end of the project will be considered the property of the Foundation.

In the event that other foundations have made a similar request, the Foundation at a minimum requires that the funds remaining be divided on a pro rata basis based on the financial contributions to the project of other funding sources requesting prioritization.

2. Within the 3-month period following completion of the project, the recipient will prepare and submit the “final” Project Financial Information Form reflecting details of receipts and expenditures along with corresponding variances from the approved grant amounts and, thereby, document the basis for unexpended funds required to be returned.
3. In addition to the “final” Project Financial Information Form, the grant recipient must complete a summary and an evaluation of the project using the provided Grant Report Form.

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Chief Executive Officer, Foundation

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Chief Executive Officer, Recipient

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Chief Volunteer Officer, Recipient

Date: \_\_\_\_\_

Date: \_\_\_\_\_