

## Allegany Franciscan Ministries

### SAMPLE GRANT AGREEMENT

**This draft document is provided as a service to grantseekers. It includes the items Allegany Franciscan Ministries expects to include in its Grant Agreement. Allegany Franciscan Ministries may modify this preliminary document at any time prior to entering into an agreement with a grantee organization. A form of this grant agreement is used for all types of grants.**

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This document, all the conditions and terms herein, will once signed by an authorized officer of the Organization, serve as the Organization's consent to accept the funds and implement the approved program in accord with this grant agreement.

In this document, the term "Organization" shall be understood to mean the organization receiving the grant.

#### **I. Use of Funds and General Information**

- A. The grant will be used exclusively for the purposes specified in the Organization's grant application or as modified in writing and approved by Allegany Franciscan Ministries. The Organization will directly administer the program specified.
- B. The Organization acknowledges that it has received a ruling from the IRS confirming that it is exempt from federal income tax under Section 501(c)(3) of the IRS Code.
- C. The Organization adheres to the IRS rules defined under Section 501(c)(3) of the Internal Revenue Code and is in agreement that grant funds awarded by Allegany Franciscan Ministries are prohibited from being used to carry on lobbying activities or support other partisan political activities or elections.
- D. Written prior approval from Allegany Franciscan Ministries is required before making any changes to intended use of grant funds.
- E. The organization agrees that grant funds will be used in compliance with all applicable anti-terrorist financing and asset control laws, regulations, and executive orders.
- F. Allegany Franciscan Ministries retains the right to terminate the grant at any time for any reason and without further financial or other obligation of any kind whatsoever, regardless of funding status.
- G. Should termination of the grant occur for any reason the Organization will, within thirty (30) days from the date of termination, provide Allegany Franciscan Ministries with a full accounting of the receipt and disbursement of funds and expenditures incurred under the grant through the effective date of termination, and will repay to Allegany Franciscan Ministries any unused funds or funds used for purposes other than those specified in the proposal.

## II. Payments and Reports

Scheduled Reporting Date(s) and Report Type (verbal or written)

- A. Allegany Franciscan Ministries will make payments in multiple installments, according to a timeframe agreed upon with the Organization. Initial payment will be issued within 14 days of receipt of the signed agreement and all required payment information and documentation for the Organization's Preferred Payment Type. All subsequent payments will be made within 30 days of the time a progress report is received and approved.
- B. The Organization will provide a report to Allegany Franciscan Ministries by the dates set in Allegany Franciscan Ministries' online grants management system. Reports will either be submitted online or will be completed verbally with the staff person overseeing the grant and may include a program and financial report. The program report should summarize success, challenges, obstacles, and lesson learned in the implementation of the grant. Reporting schedule information can be found in the Allegany Franciscan Ministries' online grants management system.
- C. If, at the time of each scheduled report, the Organization has spent at least 80% of the initial payment, Allegany Franciscan Ministries will release the next payment. If the Organization has not spent 80% of the initial payment, staff will determine together with the Organization when the next payment should be released.
- D. Allegany Franciscan Ministries offers two different payment methods for the Organization to receive payment(s) - ACH (electronic payments) or Check. For more information on ACH, [see our FAQs](#).

Preferred Payment Type - choose one option

Please indicate your preferred payment type to receive payment(s) from Allegany Franciscan Ministries and enter the required additional information for the option selected.

Choices:

ACH (electronic payments)

Check

ACH Payment Type - additional information

Staff Leads for ACH

Check Payment Type – additional information

Current Mailing Address

## III. Acknowledgement

- A. Allegany Franciscan Ministries may publicize the grant and report on the grant's outcomes, as it deems appropriate. Allegany Franciscan Ministries will consult with the Organization prior to major announcements. In any acknowledgement or recognition of the grant, and in any publication or press releases, the Organization will refer to Allegany Franciscan Ministries as

“Allegany Franciscan Ministries”.

- B. Allegany Franciscan Ministries desires that all resources of the Organization be dedicated to accomplishing its charitable purposes. Accordingly, Allegany Franciscan Ministries requests that the Organization does not recognize Allegany Franciscan Ministries, its board members, volunteers or staff with certificates, plaques or similar mementos. Allegany welcomes learning about the funded work through photographs, lessons learned, or stories of success from those the grant has served in the community.

#### **IV. Acceptance of Terms and Conditions**

This grant is conditional upon the Organization's acceptance of the terms and conditions set forth herein. By selecting the "I Accept Grant Terms and Conditions" below, the Organization agrees to accept and comply with the stated terms and conditions of this grant.

Choices:

I Accept Grant Terms and Conditions

I Decline Grant Terms and Conditions

Authorized Signature:

Title:

Date: