

Allegany Franciscan Ministries

SAMPLE GRANT AGREEMENT FY25

This sample 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 to provide funding to a nonprofit organization. A form of this grant agreement is used for all types of grants.

We value your partnership and look forward to working with you and your team.

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, and the term "Allegany" shall be understood to mean Allegany Franciscan Ministries, that is, the funder providing the grant.

I. Use of Funds and General Information

Use of Funds – Grant Type:

General Operating Support

Project Support

Combination – General Operating Support & Project Support

- 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.

If the grant is for General Operating purposes, it is not earmarked or designated for any specific project or activities. If the grant is for a particular program, it is considered Project Support.

- B. The Organization acknowledges that it is a nonprofit, tax-exempt organization as defined by the IRS, and 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. Further, the Organization agrees to make Allegany aware in writing of any tax status changes.
- C. The Organization adheres to the IRS rules defined under Section 501(c)(3) of the Internal Revenue Code and agrees and guarantees that grant funds awarded by Allegany are prohibited from being used to carry on lobbying activities or support other partisan political activities or elections.
- D. The Organization ensures grant-funded programs and projects are open to all otherwise qualified persons, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by law.

- E. Both Allegany and the Organization agree to communicate openly to address any issues that may arise, aiming to ensure mutual understanding throughout the grant period.
- F. Written prior approval from Allegany is required before making any significant changes to intended use of grant funds.
- G. Allegany 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.
- H. Should termination of the grant occur for any reason the Organization will, within thirty (30) days from the date of termination, provide Allegany 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 any unused funds or funds used for purposes other than those specified in the proposal.

II. Reports and Payments

- A. Reports will either be a verbal report to be completed with the Allegany staff person overseeing the grant or a written report submitted through Allegany's online grant portal. Reporting will include program and organizational updates, and an accounting of grant funds. Reporting schedule information can be found below in section II B and also in Allegany's online grant portal.
- B. The Organization will be required to submit a final report at the end of the grant period.

For larger grant sizes or multi-year grants, the Organization may be required to complete one or more additional reports. If, at the time of each scheduled report, the Organization has spent at least 80% of the grant funds received to date, Allegany will release the next payment. If the Organization has not spent 80% of prior funds received for the grant, Allegany staff and the Organization will decide mutually whether an updated report must be submitted and when the next payment will be released.

Scheduled Reporting Date(s) and Report Type(s) - verbal or written:
[Reporting Date(s) and Type(s) will be reflected here when signing agreement]

Total Payments:
One-time Payment
Multiple Installments

- C. One-time Payment: Allegany will make one grant payment within 14 days of receipt of the signed grant agreement and all required payment information and documentation for the Organization's Preferred Payment Type.

Multiple Installments: Allegany will make payments in multiple installments, according to a timeframe agreed upon with the Organization and as listed in this agreement and set in Allegany's online grant portal. 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.

Scheduled Payment Date(s):
[Payment Date(s) will be reflected here when signing agreement]

- D. Allegany 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 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. Both Allegany and the Organization may publicize the grant and report on the grant’s outcomes, as each deems appropriate. In any acknowledgement or recognition of the grant, and in any publication or press releases, the Organization will refer to Allegany as “Allegany Franciscan Ministries”.
- B. Allegany desires that all resources of the Organization be dedicated to accomplishing the Organization’s charitable purposes. Accordingly, Allegany requests that the Organization does not recognize Allegany, or Allegany’s board members, volunteers or staff with certificates, plaques or similar mementos. Allegany welcomes learning about the funded work through photographs, videos, lessons learned, or other stories of success.

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: