



## Grant Program Terms and Conditions

The following terms and conditions must be met in order to receive the grant that has been awarded. If the Grantee fails to meet any of these terms and conditions, Our Fund Foundation may withdraw its award and terminate the Grant Agreement and shall thereupon have no further obligation to disburse to any remaining unpaid grant funds. Our Fund Foundation may require repayment of any grant funds that were not used in accordance with the terms of the Agreement.

**1. Use of funds:**

Funds must be used by the Grantee strictly in accordance with the terms of the Agreement and the final budget on which the grant is based. Any changes must be submitted in writing to the Foundation and be approved by the Foundation.

**2. Reversion of Funds**

All funds not expended for the purposes agreed to by the Grantee and the Foundation must be returned to the Foundation.

**3. Reporting**

Please refer to the Grant Impact Report at the end of this document.

#### **4. Evaluation/Site Visits**

In order to assess the effectiveness of our grants, the Foundation may conduct an evaluation of the program funded by the grant, which may include visits by representatives of the Foundation to observe the Grantees program procedures and operations and to discuss the program with the Grantee's personnel. Additionally, we would like to be informed when special events are occurring throughout the year so we may have the opportunity to share your organization and programs with our staff, Board members and Donors. This could range from observing a project we funded or other notable programs implemented that would be interesting to showcase.

#### **5. Publicity**

Press releases, programs, announcements, invitations, feature stories, materials produced, as part of the grant, and other public information must include the Foundation's support of this program. Any coverage received with the project should be forwarded to Our Fund Foundation. Communication verbiage should refer to support as: "This program was made possible by a grant from Our Fund Foundation, an LGBT Community Foundation." Any statement about Foundation policy or staff should be cleared in advance with the Foundation.

#### **6. Special Conditions**

NONE

#### **7. Miscellaneous**

The Grantee agrees to continue to maintain its eligibility for the grant during the entire grant period. This includes, but is not limited to, maintaining its status as an organization qualified under 501 (c)(3) of the Internal Revenue Code and maintaining its principal place of operation in South Florida. The Foundation is pleased to provide the grant encompassed by the agreement but cannot accept legal responsibility for the project. Accordingly, the Grantee agrees to indemnify and hold harmless the Foundation from any and all liability the Foundation may incur in connection with Grantee's participation and administration of this grant.



## Grant Impact Report

Grant Recipient: \_\_\_\_\_

Program Title: \_\_\_\_\_

Grant Amount: \_\_\_\_\_ Grant Period: \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe the progress made toward two planned outcomes (please include outcomes and measures for success from application): (500 words)

Lessons learned: (250 words)

Future plans: (250 words)

Please include income and expense information compared to the approved budget for the project or program. Explain any significant differences.

Please attach a photo(s) of the program in action in order for the Foundation to use as part of its publicity efforts.

Please feel free to attach or send any supporting documents, articles, materials, etc. relevant to the project, program, or event supported by this grant.

On behalf of Our Fund Foundation and our supporters,  
thank you for your good work.