



Sample General Support Grant Agreement Language
Source Publication: *Investing in Change*, Appendix A

The Markham Foundation (“Grantor”) is pleased to notify Alliance for Research and Education (“Grantee”), located at (address), that it has been selected to receive a \$10,000 general support grant. The award cycle is September 1, 2004 through September 1, 2005. We look forward to working with you in what we hope to be an exciting year of organizing, advocacy, education, and progress.

This grant is made by the Grantor subject to the following terms and conditions:

- (a) Grantee, or its fiscal agent, is an organization that is both exempt from tax under section 501 (c)(3) of the Internal Revenue code (IRC) and an organization described in IRC 509§(a)(1), (2), or (3) whose status has been duly confirmed by one or more operative IRS rulings or determination letters, a copy of which Grantee has filed with Grantor.
- (b) Grantee will utilize the grant’s proceeds only for charitable and educational activities consistent with its tax-exempt status described above. Without limiting the generality of the preceding sentence, Grantee will not intervene in any election or support or oppose any political party or candidate for public office, or engage in any lobbying not permitted by section 501 (c)(3) of the IRC, or, if applicable, IRC 501§§(h) and 4911.
- (c) Grantee will inform Grantor immediately of any change in its IRS tax-exempt status, proposed or actual as described in paragraph b.
- (d) This is a general support grant. It is not earmarked for any project or for transmittal to any other entity or person, even if Grantee’s proposal or other correspondence expresses expenditure intentions. Rather, Grantee accepts and will discharge full control of the grant and its disposition and responsibility for complying with this agreement’s terms and conditions.
- (e) This grant is not in any way earmarked to support or carry on any lobbying or voter registration activity.
- (f) Grantee will submit a six-month report to Grantor by March 1, 2005, and a final report by September 1, 2005, that details any work that Grantee has completed using these grant funds. The report should include information on how the grant funds were used. Grantor awards the grants in two installments. The second installment will be mailed upon the completion and return of a six-month report. All grant requirements for the initial six-month grant period must be met in order for Grantee to receive the full grant sum.

Grantee’s deposit, negotiation, or endorsement of the first installment check will constitute its agreement to the terms and conditions set forth above. However, please have the enclosed copy of this letter reviewed and signed where indicated by an authorized officer of Grantee and then returned to us at your earliest convenience so that we may have a copy for our files.

Sincerely,

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of this grant and hereby certify my authority to execute this agreement on Grantee’s behalf.

Signature: _____ **Name:** _____

Title: _____ **Date:** _____