Grant terms and conditions

The Grantee agrees to the grant terms and conditions listed below.

1. The Grantee will utilize the proceeds of the grant only for charitable purposes and activities consistent with its status as a not-for-profit organization.

2. The use of grant funds will be restricted to the activities and corresponding amounts defined in the grant application and, if applicable, in the grant agreement. Proposed changes to the use of grant funds must be submitted in writing and in advance to the Donor and approved in writing by the Donor.

3. The Grantee must provide written notice to the Donor and receive the written approval of the Donor before making any significant changes in the project supported by the Donor grant. The changes that require notification include, but are not limited to, changes in key staff, re-allocation of funds, expected significant delays in the start, end, or other important dates of the project and change of target audience.

4. The amount of the contribution is calculated on a USD basis. If the contribution is paid in any other currency and there is a difference of more than 5% between the exchange rate included in the project request and the exchange rate immediately prior to payment, the Grantee and the Donor shall enter into good faith negotiations with a view to either adjusting the scope of the Project or the USD grant amount.

5. The Grantee shall record all funds of the project that the Donor’s grant supports in a separate account in its books. All expenditures made in furtherance of the purposes of the project will be charged off against that account and will appear on the Grantee’s books and records. The Grantee will maintain records of receipts and expenditures and make its books and records available to the Donor for inspection upon request. The Grantee will keep copies of all relevant books and records and all reports to the Donor for at least four years after completion of the use of the grant funds.

6. Any parts of the grant that were not depleted at the time of the completion of the project shall be returned to the Donor, unless otherwise agreed by the Donor and the Grantee in writing.

7. The Donor expects ongoing communication between the Grantee and the Donor in the course of the project. Upon completion of the project, and no later than 60 days following the grant completion, or as requested by the Donor at any moment beforehand, the Grantee will provide a report that includes a narrative of project activity and financial details of how the grant funds have been expended. If requested by the Donor, the Grantee will arrange a site visit to review current activities of the project supported by the Donor’s grant.

8. Grant funds may not be used to support or oppose any political party or candidate for public office or other political activity, or for any lobbying activities.

9. Grant funds may not be used by any individual, entity or project in countries subject to sanctions by the US Department of Treasury, Office of Foreign Assets Controls (“OFAC”) or any other applicable sanctions list or used in order to procure an improper benefit from any government official or other person or for any purpose that would constitute a violation of applicable local laws or for any illegal, unethical or improper purpose.

10. The Grantee cannot assign its rights or delegate its duties as outlined in the grant application and, if applicable, in the grant agreement, without prior written consent from the Donor.

11. The Grantee cannot re-grant any portion of the Donor grant funds to a third party without the prior written consent from the Donor (this does not apply to commercial vendors or entities that the Grantee uses to implement its project).

12. The Grantee is an independent contractor and not an employee, agent, partner, or representative of the Donor. The Grantee has no authority to create or assume any obligation on behalf of the Donor. The Donor accepts no responsibility for any third-party claim that may arise as a result of the Grantee’s activities and any taxes imposed in connection with the grant funds disbursed to the Grantee will be the sole and exclusive responsibility of the Grantee.
13. The Donor grant is awarded with the understanding that the Donor has no obligation to provide other or additional support for the project; nor does the award represent any commitment to, or expectation of, future support from the Donor for the funded project or any other project of the Grantee.

14. The Grantee agrees that it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, religion, gender, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation.

15. The Donor will report and make public every year social contributions, such as the grant subject to these terms and conditions, made during the previous year. The Grantee will adequately disclose, when applicable, the fact that its project was funded by the Donor.

16. The Donor reserves the right to revoke all or part of the grant agreement for breach of the terms and conditions of this grant.

Agreed on behalf of the Grantee:

Name and Title: ..............................................................................................................

Signature: .......................................................................................................................

Date and Place: .............................................................................................................

Grant title: ....................................................................................................................