The William McCaskey Chapman and Adaline Dinsmore Chapman Foundation

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GRANT AWARD CONTRACT
GRANT YEAR: July 1, 20 - - to June 30, 20 - -

EXAMPLE

GRANTEE/ORGANIZATION: _____

FEDERAL TAX ID: _____

PURPOSE: This grant is being awarded specifically for

_____

_____

_____

_____

AMOUNT: $_____ grant award to be used solely for the purpose(s) stated above.

1. Use of Grant Funds: You may use the grant funds only for the purpose(s) specified above. No change in use of funds from the specifications in this contract may be made without written approval from The Chapman Foundation. Should any change be deemed necessary or highly desirable, please submit a written request to The Chapman Foundation for approval by the Trustees. Any funding that cannot be applied to the specified purposes, or an amended use approved by The Chapman Foundation in writing, will be returned to The Chapman Foundation.

2. Payment of Grant Funds: The grant funds will be disbursed by The Chapman Foundation in one payment prior to August 31 of the grant year. Funds may be requested on or after June 1 but no later than August 1 of the grant year. You may request funds by submitting the required form to The Chapman Foundation. It may be found on and downloaded from The Chapman Foundation website.

3. Monitoring: Progress toward achieving the goals of the grant will be reviewed by the Foundation by your submission of the required **Annual Report, due on or by February 1** of the current grant cycle. Your progress may also be monitored by an on-site visit by representatives of the Foundation.

4. Maintenance of Tax-Exempt Organization Status: Please immediately inform the Foundation of any change in or challenge to your tax-exempt status.

5. Records: Please maintain your books and records so that the receipts and expenditures of the grant funds can be clearly identified.

6. Acknowledgment of Support: All releases prepared for public or private press, or other means of communication, dealing with the grant should acknowledge the support of The Chapman Foundation.

7. Modification: This agreement sets forth the terms of the grant and replaces all prior documentation. Any request for modification or amendment to this agreement must be made in writing, signed by an authorized officer of your organization, and submitted for approval to The Chapman Foundation.

_____ Initial here to indicate understanding and acceptance of the purpose(s) for which the grant is provided, the restriction and other conditions pertaining to the grant.

Please sign and return as accepted by the organization's CEO:

_____ _____
Signature Date

_____
Printed Name

_____
Title

_____
Email Address

EXAMPLE