



Our Community Foundation.

## Northfield SHARES Grant Agreement

Grant Conditions agreed upon:

1. To use the funds only for the designated purpose as described in the grant application and grant notification letter and not for any other purpose without the Northfield SHARES Foundation's prior written approval. A request for re-direction of any granted funds must be submitted to Northfield SHARES in writing and approval is subject to their sole discretion.
2. To notify Northfield SHARES of any change in (a) Grantee's legal or tax status, (b) Grantee's executive or key staff responsible for achieving the grant purposes, and (c) Grantee's ability to expend the grant for the intended purpose.
3. To maintain books and records adequately to demonstrate that the grant funds were used for the purpose for which the grant is made.
4. To return to Northfield SHARES any unexpended funds or any portion of the grant that is not used for the purposes specified.
5. To recognize Northfield SHARES in all publicity materials related to the funded project or program, as described in the grant notification letter.
6. To allow Northfield SHARES to include information about this grant in the Foundation's periodic public reports, newsletter, news releases, social media postings, and on the Northfield SHARES website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.
7. To submit a final written report (form on the Northfield SHARES website) summarizing the project and due on September 30, 2018. Your report should describe your progress in achieving the purpose of the grant and include a detailed accounting of the use and expenditure of grant funds.

Northfield SHARES reserves the right to change any payments under this grant award or require a total or partial refund of any grant funds if, in the Foundation's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; or (b) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation.

**Name of Your Organization:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Grant Amount from Northfield SHARES:** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Title** \_\_\_\_\_ **Date** \_\_\_\_\_