**Impact Central Illinois**

**Terms of Grant**

**Last Updated: June 6, 2023**

Grantee Information:

Grantee Name:

Address:

City, State:

Zip Code:

Attention:

Phone Number:

Email:

Federal EIN #:

Definitions:

Grantee: Grant Recipient Name

Grantor: Impact Central Illinois

Impact Central Illinois Grant:

Effective Date: July 1, 2023

Termination Date: July 1, 2025 or the fourteenth (14th) day after Impact Central Illinois receives Grantee’s Final Report.

Grant Term: The term beginning on the Effective Date (above) and ending on the Termination Date (above), unless terminated earlier at the discretion of Impact Central Illinois.

Grant Project: The project proposed in Grantee’s Full Grant Application, submitted online, including the project budget and subsequent final presentation to Impact Central Illinois membership and selected thereafter by the Impact Central Illinois membership, to be funded by the Impact Central Illinois Grant in the amount of $XX0,000. The project specified as “XXXXX” is described within the Executive Summary, as presented to Impact Central Illinois’ membership for voting.

Full Grant Application: The proposal details submitted online as the Full Grant Application, including the submitted proposal budget, and reviewed as part of Impact Central Illinois’ grant review process.

Executive Summary: The one-page summary document submitted as the Executive Summary and shared with all voting members of Impact Central Illinois as information prior to voting.

Grant Project End Date: The completion date of the Grant Project funded by the Impact Central Illinois Grant. The Grant Project End Date must be within 24 months of the above stated Effective Date.

Disbursement Request(s): Online disbursement request(s) detailing Grant Project activities and any disbursement request including associated required documentation. Due in a minimum of six (6) month intervals from the Effective Date of this agreement.

Final Report: Final status report detailing the outcome and metrics of the Grant Project and including photos, if applicable. Due thirty (30) days after the Grant project End Date or within 30 days of the Final distribution of funds, wherever is earlier.

This grant is made by Impact Central Illinois to XXXXXX (“Grantee”) in order to support the Grantee’s XXXXXX Project and is subject to the following terms and conditions:

1. This grant is earmarked for the Grant Project, as described in the Grantee’s full grant application, final submitted project budget, executive summary and related correspondence. The Grantee agrees that this grant will be expended for the explicit purposes described within these submitted documents. The grant funds are not to be transferred, either partially or in their entirety, to any other entity or person.
2. The Grantee certifies that it is an organization that is exempt from tax under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation under Internal Revenue Code Section 509(a). The Grantee agrees to inform Impact Central Illinois immediately in writing if (1) there is any change in the Grantee’s tax-exempt status, or (2) there is any reason to believe that its tax-exempt status may be revoked or altered. If the Grantee loses its tax-exempt status before all grant funds have been spent, this agreement will be considered null and void.
3. The Grantee agrees to expend the grant funds as specifically itemized in the attached final Project Budget, which was previously submitted, reviewed, and approved by Impact Central Illinois. No substantial changes in the budget may be made without prior written approval from Impact Central Illinois. A “substantial change” is defined as any change that exceeds 10% of the grant award amount.
4. The Grantee agrees that grant funds will be distributed by Impact Central Illinois to the Grantee as needed, upon submission of disbursement request(s) with proof of expenses, no more than 6 times per year. Proof of expenses includes receipts, pay period statements or pay stubs, or invoices associated with the disbursement request. At the discretion of Impact Central Illinois, disbursements may be given in advance when payment is required; in this event, proof of purchase by the Grantee will be required within 30 days of the disbursement. Any change to this payment procedure must be requested and accepted in writing by both the Grantee and Impact Central Illinois.
5. Grantee agrees to exercise due diligence in the purchase of equipment/materials by making informed purchasing decisions and seeking discounts when possible. Further, the Grantee agrees to submit a written request demonstrating sufficient readiness to execute the purpose for which equipment/materials were intended, which was expressly made known to the voting members of Impact Central Illinois, prior to the procurement of such equipment/materials. Failure to demonstrate such readiness for use of purpose prior to a disbursement request will result in denial of the disbursement request.
6. The Grantee agrees to submit the following reports:
	1. Disbursement Request(s). Grantee shall submit to Impact Central Illinois full and complete request online regarding the use of the grant funds, compliance with the terms of grant and the progress made toward achieving the goals of the grant, in no less than 6 months intervals from the effective date and no greater than 2 months intervals from the effective date. *(Every 6 months or more often as needed)*
	2. Final Report. Grantee shall submit to Impact Central Illinois a final report with respect to all expenditures made from grant funds and indicating the progress made toward the goals of the grant. *(Within 30 days of the end of the project)*
	3. Other Reports. In addition to the Disbursement Requests and Final Report, the Grantee agrees to submit other updates and supporting documentation the Impact Central Illinois Grant Administrator may reasonably request. The Grantee also agrees to make its personnel available to confer with Impact Central Illinois members at the reasonable request of Impact Central Illinois regarding expenditures, records, and progress of the Grant Project.

For construction or other projects where no actual funds might be spent by the due dates of the Disbursement Request(s), the Grantee must submit construction RFP (request for proposal/quote), construction contract, construction plans, and/or any documentation showing the progress of the project. Documents used in prior reporting to support progress will not qualify for the next round of reporting. Construction must commence in a timely manner in which the grant funds should be reasonably utilized in full prior to the grant termination date.

1. The Grantee agrees to maintain its books and records in such a manner that the receipts and expenditures of the grant funds will be shown separately and in an easily verified form. The Grantee agrees to make such books, records and supporting documents available to Impact Central Illinois for inspection at reasonable times from the time of acceptance of this grant through the grant termination date.
2. Until all grant funds have been expended the Grantee agrees to maintain insurance coverage of the kind and limits listed in the Certificate of Insurance, attached as evidence of such coverage. The Grantee agrees to notify Impact Central Illinois immediately of any change to such coverage.
3. The Grantee agrees to cooperate with Impact Central Illinois’s monitoring of the Grant Project for which the grant was received, including permitting Impact Central Illinois representatives to conduct on-site visits with reasonable notice.
4. The Grantee gives permission for present and future use of any project updates, images, likeness or photographs related to the Grant Project and shared with Impact Central Illinois and agrees that such may be used and/or published individually or in conjunction with other photography or video works and in any medium and for any lawful purpose.
5. Impact Central Illinois will provide the Grantee with a suggested initial press release announcing the Impact Central Illinois Grant. If the Grantee uses this press release or prepares its own, the Grantee agrees to include the following standard language in any such initial press release and agrees to provide to Impact Central Illinois a list of media to whom a press release is sent:
	1. The following standard language will be included: “Impact Central Illinois is a women’s collective giving organization seeking to make a positive impact in their communities. Impact Central Illinois’ membership requirements are to be female and donate $1,100 each year. Impact Central Illinois combines the annual donations from its members and awards one or more large grant(s) each year to local, worthy program(s) or project(s) selected by its members.”
	2. Impact Central Illinois understands that media outlets (newspaper, online, television, etc.) may not use all of the language in the Grantees initial press release or may select portions from which to report but the Grantee agrees to include the above-referenced language in its initial press release so that media outlets have the opportunity to include it.
6. The Grantee further agrees to continue to give credit to Impact Central Illinois for Grant funds in its press releases and published materials during the Grant Term. In particular, the Grantee agrees to formally acknowledge Impact Central Illinois as a Grantor of funds for the specific program being supported. The Grantee also agrees to forward copies of any news releases, published materials, constituent communications or media articles that come to Grantee’s attention or are produced by Grantee mentioning the Impact Central Illinois grant during the Grant Term.
7. If the Grantee has a practice of acknowledging sponsors or large donors on its website on a continuing basis, the Grantee agrees to post Impact Central Illinois’ logo or similar material consistent with other sponsor identification during the Grant Term.
8. Grantees active on social media agree to “like,” “tag,” “follow” Impact Central Illinois’ accounts on Facebook and Instagram, and other social media channels and hotlink to these accounts as appropriate for promotions referencing the Impact Central Illinois grant. Impact Central Illinois will in turn “like,” “tag,” “follow” the Grantee to produce cross-promotional opportunities.
9. In the case of any violation by the Grantee of the terms and conditions of the grant, including but not limited to failing to execute the work of the grant in substantial compliance with the proposal, Impact Central Illinois may terminate the grant.
10. This agreement sets forth all terms of the grant and replaces all prior understandings and agreements. Any modification or amendment will be made only in writing signed by Impact Central Illinois and an authorized officer of the Grantee.

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Accepted by Impact Central Illinois:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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