**Columbus Jewish Foundation**

**1175 College Avenue**

**Columbus, Ohio 43209**

**Telephone: (614) 338-2365**

**Fax: (614) 338-2361**

[**www.columbusjewishfoundation.org**](http://www.columbusjewishfoundation.org)

*Example*

**Grant Agreement**

Grantee:

Project:

Grant Purpose:

Date Authorized: December 6, 2017

Grant Number: 2018

Amount: $

Grant Period: January 1, 2018 -

|  |
| --- |
| This Columbus Jewish Foundation grant is for the explicit purpose described in your request, subject to any special conditions described in Section III below. |

**I. Public Announcement**

As a public foundation, we believe it is important to inform the public of our grants. We would be pleased to partner with you in any publicity effort about our gift that might further the general efforts of your project and interpret the role of the Columbus Jewish Foundation to the community. Please refer to IIIA below for detailed information about project publicity.

**II. Grant Activation and Payment**

1. The Columbus Jewish Foundation will consider this grant to be activated:
2. when the signed copy of this agreement has been received; a faxed copy cannot be accepted in accordance with our policies,
3. when notice (if applicable) has been received that the grantee has complied with any special conditions of the grant listed in Section III of this agreement.
4. The Columbus Jewish Foundation disburses grant monies as follows:
5. as funds become available to the Foundation, and
6. in accordance with the payment schedule listed below:

* $ upon receipt of signed grant agreement
* $ upon receipt of project update and no later than January 15, 2018
* $ upon receipt of project evaluation and no later than August 15, 2018

**III.** **Special Conditions of Grant**

* 1. Our donors continue to be very supportive of our Foundation grants program and we want them to know their contributions are being put to good use.
     1. All public references to this project shall include the following language: “This project is funded by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.” This includes but is not limited to: project publicity in printed brochures, press releases, invitations, weekly e-news and newsletters.
     2. The Foundation logo for this fund is available from Foundation Executive Secretary Peggy Smith at [psmith@tcjf.org](mailto:psmith@tcjf.org) as a camera-ready document and shall be included in all brochures, invitations, weekly e-news, newsletters, etc.
     3. Acknowledgement of Foundation funding for this project and your agency is to be communicated prominently in agency materials including project publicity, signage, website, annual reports, articles, etc.
  2. Submit a written project update by January 15, 2018, including sufficient information as necessary for the Foundation to determine that the grant is being used as agreed upon. Photographs and other supporting data are requested where possible. The Foundation’s project update form can be found on our website at <http://columbusjewishfoundation.org/approved-grants/>. Payments will be held until the project update is received.
  3. An evaluation, based on the approved grant amount and subject to any other special conditions listed in this section, must be submitted within 45 days of the end of the grant period or after the project has taken place, whichever comes first. The Foundation’s evaluation form can be found on our website at <http://columbusjewishfoundation.org/approved-grants/>. The grant will close upon failure to submit the evaluation or to request a 30-day extension.
  4. It is the grantee’s responsibility to be aware of and comply with this grant agreement and to notify the Foundation immediately of any project delays, funding issues, publicity challenges, staffing concerns and the like. Failure to do so may result in automatic grant termination and the loss of unexpended grant dollars.
  5. The grantee must notify the Columbus Jewish Foundation of any allocation requests to the Jewish Federation of Columbus that relate to this project while this grant is active.

**IV. Expenditure of Funds**

This grant is to be used only for the purpose described in your grant request and, as stated above, in accordance with the approved budget. Failure to do so may result in automatic grant termination and the loss of unexpended grant dollars. The project is subject to modification only with the Foundation’s prior written approval.

1. The grantee shall return to the Foundation any unexpended funds:
2. At the end of the grant period.
3. If the Foundation determines that the grantee has not performed in accordance with this agreement and approved project/budget.
4. If the grantee loses its exemption from Federal Income Taxes under section 501C (3) of the Internal Revenue Code.
5. No funds provided by the Foundation may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study, and research.
6. Expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved project.
7. The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

* Please refer to the grant number and project in any communications regarding this grant.
* **Please retain the second copy of the agreement for your files and share it with the appropriate supervisory and line staff, and the chief financial officer.**
* Logos and Misplaced Documents: Contact Peggy Smith, Executive Secretary, by email at [psmith@tcjf.org](mailto:psmith@tcjf.org).
* Questions on Grant Stipulations, Publicity or Payment: Contact Susan Tanur, Director of Grants, by email at [stanur@tcjf.org](mailto:stanur@tcjf.org)

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Date Signature of Chairman, President or Other Lay Officer

Above line to be signed by senior volunteer or volunteer officer

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Date Signature of CEO, Executive Director or Principal

Above line to be signed by senior employed professional

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**Please retain a copy of this agreement for your files.**

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