

SPECIFIC PURPOSE GRANT ACCEPTANCE AGREEMENT

I. Conditions of Grant

This Form refers to and incorporates the grant to **ORGANIZATION NAME** from the Eau Claire Community Foundation (ECCF). The undersigned agrees to the following conditions:

II. Grant Restrictions

- You may not use any portion of the grant funds to undertake any activity for any purpose other than one specified in this Agreement without ECCF's prior written authorization. Expenditures must be in accordance with section 170(c)(2)(B) of the Internal Revenue Code.
- This grant cannot be used to satisfy the payment of any pledge or other personal financial obligation on behalf of the donors.
- Your signed acceptance of this grant letter certifies to ECCF that no tangible benefit, goods or services (such as memberships, dinner, or tickets), are received by any individuals and/or entities connected with the donors.
- Funds must be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.
- The grant awarded may not be used to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drives within the meaning of Internal Revenue Service Code Section 4945(d)(2).
- **You must return any funds not expended for the purpose of the grant within a year of receiving the grant check. If you anticipate needing an extension, please submit a written request to ECCF at least 60 days before the end of the grant period.**
- Follow-up site visits may be requested.

III. Tax Exempt Status

As a condition to the receipt of the grant funds announced in the Award Letter, the undersigned agency certifies that it is exempt from federal taxation under section 501(c)(3), 170 (b), 509(a)(1) or (2) of the IRS code, and that it isn't a private foundation as defined by Internal Revenue Code Section 509. The receiving organization will advise ECCF immediately if, within a year of receiving the grant check, the federal government gives notification that the organization's tax status is changed or is being reviewed, if there's a change in the grantee staff responsible for administering the grant, or if the grantee is no longer able to expend the grant for its intended purpose.

IV. Records Retention

In accordance with IRS regulations, records of receipts and expenditures under this grant, as well as copies of reports submitted to ECCF, should be kept for at least seven years following completion of such receipts and expenditures.

VI. Publicity

When acknowledging the grant from the Fund in publicity materials and/or donor lists related to the project or purchase that this grant helped fund, use the following recognition;



FUND NAME of the Eau Claire Community Foundation

“ECCF” can be used if there is limited space.

Any publicity materials that makes a more extensive reference to the ECCF are appreciated but must be submitted to the ECCF for review before publication.

Thank you letters can be directed to the Fund(s) named above and sent to the ECCF, which will forward them to the donors. ECCF may include information on this grant in its periodic public reports and may refer to the grant in a press release. By accepting these grant funds, the grantee agrees to such disclosure.

VII. Reporting

Since this grant is for a specific purpose, a grant report documenting how the money was spent must be submitted within a year of receiving the grant check. Timely submission of the report is necessary for your organization to remain in good standing for future ECCF granting. Please email a narrative of how the money was spent and copies of receipts for any grant-funded purchases over \$100 to grants@eccfwi.org, or mail hard copies to the Eau Claire Community Foundation at 306 S. Barstow St. Suite 104, Eau Claire, WI 54701.

This grant of \$AMOUNT, for PURPOSE, is accepted on behalf of ORGANIZATION NAME.

The Board Chair, Executive Director, or equivalent authorized individual must sign this grant agreement.

Dated this _____ day of _____, 20_____.

Grantee Signature: _____

Printed Name: _____

Title: _____

**Please include the information below so that we may credit the correct Organization on social media when appropriate.*

Social media contact email: _____

Organization’s Facebook @: _____

Organization’s Instagram @: _____