



**IMPACT**  
CENTRAL ILLINOIS

## Impact Central Illinois Terms of Grant

Grantee Name  
Address  
City, State  
Zip Code  
Attention: Name  
EIN #: XX-XXXXXX

### Definitions:

Grantee: Grantee Name

Grantor: Impact Central Illinois

Impact Central Illinois Grant: \$125,000

Effective Date: June X, 2020

Termination Date: The fourteenth (14<sup>th</sup>) 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 Grant Application and subsequent 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 \$125,000. The project specified as "Insert Project name here" is described within the attached Finalist Report.

Grant Project Start Date: The commencement date of the Grant Project, or as applicable the portion of the Grant Project funded by the Impact Central Illinois Grant. The Grant Project Start Date must be within 45 days of the above stated Effective Date.

Grant Project End Date: The completion date of the Grant Project or as applicable the portion 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.

Grant Project Term: The term beginning on the Grant Project Start Date (above) and ending on the Grant Project End Date (above).

Payment Dates: XXX unless otherwise agreed to by Impact Central Illinois.

Initial Reporting Period: Ninety (90) days from the Grant Project Start Date.

Initial Report: First Status Report detailing Grant Project activities during the Initial Reporting Period. Due two (2) weeks after the conclusion of the Initial Reporting Period.

Interim Reporting Periods: The six (6) month intervals beginning after the ninetieth (90<sup>th</sup>) day of the Grant Project Term, concluding on the Grant Project End Date.

Interim Reports: Subsequent status reports detailing Grant Project activities during the Interim Reporting Periods. Due two (2) weeks after the conclusion of the corresponding Interim

Reporting Period. Final Report: Final status report detailing the outcome and metrics of the Grant Project during the Grant Project Term. Due thirty (30) days after the Grant project End Date.

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

1. This grant is earmarked for the Grant Project identified above, as described in the Grantee’s funding proposal and related correspondence. The Grantee agrees that this grant will be expended for the explicit purposes described in such proposal. The grant funds are not to be transferred, either partially or in their entirety, to any other entity or person. Any earnings accrued from these grant funds should be credited to the support of the activity being funded and added to the balance of the account.
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 and any remaining funds will be returned to Impact Central Illinois.
3. The Grantee agrees to expend the grant funds as specifically itemized in the attached Final Project Budget, which was previously submitted to 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 \$5,000. The Grantee also agrees that any funds not used for the purposes described in the Grantee’s proposal will revert to Impact Central Illinois.
4. The Grantee agrees that grant funds will be distributed by Impact Central Illinois to the Grantee as specified in the attached Payment and Reporting Schedule. Any change to this distribution schedule must be requested and accepted in writing by both the Grantee and Impact Central Illinois.
5. The Grantee agrees to submit the following reports:
  - a. Interim Report. Grantee shall submit to Impact Central Illinois full and complete report in writing regarding the use of the grant funds, compliance with the terms of grant and the progress made toward achieving the goals of the grant.
  - b. 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.
  - c. Other Reports. In addition to the Interim and Final Reports the Grantee agrees to submit other reports that Impact Central Illinois 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.
6. 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 completion of the program.

7. 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 to the Grantee's funding proposal. The Grantee agrees to provide Impact Central Illinois a Certificate of Insurance as evidence of such coverage and to notify Impact Central Illinois immediately of any change to such coverage.
8. 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.
9. 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:
  - a. The following standard language will be included: "Impact Central Illinois is a women's collective giving organization comprised of more than 100 women 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 large grant each year to a local, worthy program or project selected by its members."
  - b. 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.
10. 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, if any. 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.
11. 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.
12. 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.

13. 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. Upon termination of this grant for any

reason, the Grantee agrees to immediately repay to Impact Central Illinois any portion of the grant funds that were not spent for the approved Grant Project.

14. 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: \_\_\_\_\_

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