



306 S. Barstow St., Suite 104, Eau Claire WI 54701

WOMEN'S GIVING CIRCLE GRANT ACCEPTANCE AGREEMENT

I. Conditions of Grant

This Form refers to and incorporates the grant to **GRANTEE** from the Women's Giving Circle, a fund of the Eau Claire Community Foundation. The undersigned agrees to the following conditions:

II. Tax Exempt Status

As a condition to the receipt of the grant funds announced in the Award Letter, the undersigned agency certifies that its status for tax purposes is that of Section 501(c)3 of the Internal Revenue Code and that it is not a private foundation as defined by Internal Revenue Code Section 509. The receiving organization will advise the Foundation immediately if the federal government gives notification that the organization's tax status is changed or is being reviewed.

III. Grant restrictions

- You may not use any portion of the grant funds to undertake any activity for any purpose other than one specified in the award letter and 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 the Eau Claire Community Foundation 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, statues 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 or committed for the purpose of the grant within the grant period.
- Follow-up site visits may be requested.

IV. Reporting

A full financial accounting of your expenditures and a brief narrative report are required when the grant is completed or no later than 30 days after the grant period end date (*form enclosed and on our website at www.eccommunityfoundation.org*). If you need an extension, please contact us 60 days in advance of the report due date. Reporting may not be required for grants under \$500.

V. Publicity

Publicizing this grant can help increase the community's awareness of your programs and encourage increasing support for your efforts. When publicizing your grant, the following informational sentence about the ECCF is required in published press releases and articles:

"Support for this project was provided by the Women's Giving Circle, a fund of the Eau Claire Community Foundation."

As part of your Grant Report Form at the end of the granting period, please prepare an example story, quote(s) or short article, and photo(s) to illustrate your grant for inclusion in WGC/ECCF publications, presentations and on our website.

The Foundation 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.

VI. Records Retention

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

This grant of \$**AMOUNT**, for **PURPOSE**, is accepted on behalf of **GRANTEE**.

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

Grantee Signature: _____ Date: _____

Printed Name: _____ Title: _____