



GRANT AGREEMENT
CHAPLAINS COLLECTIVE

[date]

Dear Chaplain,

The board of the Chaplains Collective are pleased to inform you that a grant has been approved in the amount of \$_____ for [description of grant]. This letter and its attachments outline the terms and conditions of accepting our grant. Please read all the terms and conditions carefully, sign, and return no later than [date to be returned].

After we receive your signed agreement, we will fund your chaplains account on the funding date, or mail a check to the 501c3 requesting the grant. Funds must be used specifically for the designated purpose(s) by [one year from date of grant]. You must submit a written request to us in advance if you wish to change the purpose of the grant or if the funds are not expended within the next 12 months. If the grant is funding to a 501c3, your agency states that you agree to notify us if there is any change in your public charity status. In addition, we will request a report on the expenditure of our grant after three months and, if required, a final report after one year.

This agreement also gives Chaplains Collective your permission to use photographs, logos, published/printed information, and any other materials you supply, without further notice, in press releases and/or publications regarding the grant.

Congratulations on this recognition of your important chaplaincy ministry efforts.

Sincerely,
Chaplains Collective

GENERAL GRANT TERMS, CONDITIONS AND UNDERSTANDINGS

Chaplains Collective is awarding this grant to you as the Grantee contingent upon the following:

Tax-Exempt Status for Organizations: You are a nonprofit organization currently recognized by the Internal Revenue Service as a public charity described in sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code of 1986 as amended (the "Code"): Your tax-exempt status under sections 501(c)(3) and 509(a) of the Code has not changed since the issuance of the IRS determination letter which you provided to Chaplains Collective, and there is no issue presently pending before any office of the Internal Revenue Service that could result in any proposed changes to your tax-exempt status under Sections 501(c)(3) and 509(a) of the Code.

Funding to Chaplains Account with Chaplains Collective: Chaplains must be in good standing with Chaplains Collective. Funds are credited to the chaplains account administrated by Chaplains Collective. Funds are available on the funding date unless otherwise noted. The grant is distributed as a reimbursement of ministry / grant purpose expense.

Expenditure of Funds: This grant (together with any income earned upon investment of grant funds) is made for the purpose outlined in the grant award letter and may not be expended for any other purpose without Chaplains Collective prior written approval. If the grant is intended to support a specific project or to provide general support for a specific period, any portion of the grant unexpended at the completion of the project or the end of the period shall be returned immediately to Chaplains Collective. You may not expend any grant funds for any political or lobbying activity or for any purpose other than one specified in section 170(c)(2)(b) of the Code.

No Assignment or Delegation: You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this grant without prior written approval from Chaplains Collective.

Records and Reports: You are required to keep a record of all receipts and expenditures relating to this grant and to provide Chaplains Collective with a written report summarizing the project promptly following the end of the period during which you are to use all grant funds. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the uses or expenditure of all grant funds. You also agree to provide any other information reasonably requested by Chaplains Collective. If the grant is to a 501c3, and your

organization obtains any audited financial statements covering any part of the period of this grant, please provide a digital copy to Chaplains Collective as well.

Required Notification and Access for Non-Profits: You are required to provide Chaplains Collective with immediate written notification of: (1) any changes in your organization's tax-exempt status; (2) your inability to expend the grant for the purposes described in the grant award letter; or (3) any expenditure from this grant made for any purpose other than those for which the grant was intended. You will permit Chaplains Collective and its representatives, at its request, to have reasonable access during regular business hours to your files, records, accounts, personnel and clients or other beneficiaries for the purpose of making such financial audits, verifications or program evaluations as Chaplains Collective deems necessary or appropriate concerning this grant award.

Publicity: Please allow Chaplains Collective to review text of any proposed publicity concerning this grant prior to its release. The Collective may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in Chaplains Collective periodic public reports, newsletters, news releases, and historical records.

Right to Modify or Revoke: Chaplains Collective reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in Chaplains Collective sole discretion, such action is necessary: (1) because you have not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of the Collective or (3) to comply with the requirements of any law or regulation applicable to you, of Chaplains Collective or this grant. If Chaplains Collective does not receive signed copies of its grant award letter and of these general grant terms within 14 days after the date of grant award letter, this grant may be revoked.

The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

ACCEPTED AND AGREED TO:

Organization Name (if funded)

Chaplain

Chaplains Collective