

# INITIATIVE FOUNDATION

405 1<sup>ST</sup> Street SE  
Little Falls, MN 56345  
www.ifound.org/grants\_index.php  
(320)632-9255

## GRANT AGREEMENT

GRANT NUMBER: TCI 12-4187

GRANTEE: City of Sandstone

PROPOSAL TITLE: "Thriving Community Initiative"

GRANT AMOUNT: \$20,000

GRANT PERIOD: January 1, 2013 to December 31, 2013

The Initiative Foundation (Foundation) and the Grantee are entering into this Agreement to establish the terms of a grant by the Foundation specific to the project noted above.

### RESPONSIBILITIES OF THE INITIATIVE FOUNDATION

The Foundation will make one-half of the initial grant payment within 30 days upon receipt of this signed Grant Agreement. The remaining amount will be paid within 30 days upon submission of the midpoint reports. The Foundation reserves the right to discontinue, modify or withhold any amount of this grant if it determines, in its sole discretion, such action is necessary. The Foundation reserves the right to distribute any written, video or digital materials resulting from this effort.

### RESPONSIBILITIES OF THE GRANTEE

- A. The Grantee hereby confirms and agrees that it is currently exempt from Federal income tax pursuant to Internal Revenue Code Section 501(c)(3) or is a local unit of government, and that it has not received any revocation or suspension notice from the IRS. The Grantee also agrees to notify the Foundation of any change in exempt status during the grant period.
- B. The Grantee hereby agrees to carry out this project and to use the grant funds only for the designated purpose as described in the grant application submitted to the Foundation. The Grantee agrees to obtain consent of the Foundation when activities deviate substantially from said grant application. The Grantee further agrees not to use the funds for any purpose prohibited by law.
- C. The Grantee hereby agrees to notify the Foundation about any of the following:
  - Any change in key personnel of the project or organization;
  - Any change in address or phone number;
  - Any development that significantly affects the operation of the project or the organization.
- D. The Grantee hereby agrees to maintain its books and records to show and separately account for the funds received under this grant, to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended for this project, and to retain such records for three years.

- E. The Grantee hereby agrees to permit the Foundation, at its request, access to the Grantee files and records related to this grant, and make available relevant financial audits, verifications, and investigations.
- F. The Grantee hereby agrees to repay to the Foundation any portion of the grant which remains unused or is not used for the purposes specified within the grant application. Such payment is to be remitted along with the Grantee's final reports, all due 30 days after the grant period ends.
- G. The Grantee hereby agrees to provide the Foundation with a copy of any final plan, written reports, or digital materials resulting from this grant and such materials shall contain the following statement: **"This project was funded in part by the Initiative Foundation, a regional foundation."**
- H. The Grantee hereby agrees to defend and hold harmless the Foundation and its officers and employees from and against any claim, including the expense of investigation and defense of such claim, arising out of or in any way connected with this project, grant or expenditure of grant funds.
- I. The Grantee hereby agrees to comply with the reporting requirements and is bound by its terms as stated in this Grant Agreement. Failure to do so may result in repayment to the Foundation by the Grantee for all or part of the grant and jeopardize future grant funding.
- J. The Grantee hereby agrees to submit the following information:

- 1) Financial Report form and Grantee Progress Report form are due within 30 days after December 31, 2013, which is the end of the grant period.
- 2) Other information supported by project funds, e.g. final documents such as survey results, comprehensive plan, housing study, etc.

Thank you for all you are doing to build community in central Minnesota. The responsibilities and obligations outlined in this grant agreement are intended to hold ourselves and our grantees to the highest standards of accountability for greatest impact to our donors, constituents and to the children, families, and communities that we serve. Without strong partners like you, our work would be impossible.

**Initiative Foundation**

**City of Sandstone**

Don Hickman  
 Don Hickman  
 Vice President for Community Development

Mr. Sam Griffith  
 Mr. Sam Griffith  
 City Administrator

Date: 1/7/2013

Date: 1/09/2013