

# Good Neighbor Grant Contract

<b>Contract Number:</b>		<b>Grantee:</b>	
<b>Fiscal Agent:</b>			
<b>Project Name:</b>			
<b>Contract Term:</b>		<b>Contract End Date:</b>	
<b>Funding Requested:</b>		<b>Funding Awarded:</b>	<b>Awarded Materials Cost:</b>

## Grantee Responsibilities

By signing, Grantee agrees that:

- Funding received from First 5 Shasta (F5S) will not be used to supplant or replace any existing source of funding.
- The project will be implemented as defined by the Grantee's *Grant Application*. Any changes in the project must be agreed to in writing (email acceptable) prior to conducting the project. Grant funds must only be used for the purposes, over the time frame and in the manner set for the in the award and approval.
- When the Grantee is awarded a Grant, the Grantee acknowledges that F5S reserves the right to require Grantee on demand at any time to provide an account of how Grantee spent the grant and the status of project. Grantee also agrees to notify F5S immediately if Grantee is unable to complete the grant or if Grantee desires to modify the terms of the grant. Modification of a grant is within the sole discretion of F5S and if it is not granted, Grantee must complete the grant or return all funds that were awarded
- Grantee shall defend, hold harmless and indemnify F5S, it's elected officials, officers, employees, agents and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of counsel retained by F5S, expert fees, litigation costs, and investigation cost), damages, judgments or decrees by reason of any person's or persons' bodily injury, including death, or property being damaged by the negligent acts, willful acts, or errors or omissions of Grantee or in any capacity during the progress of this project.
- Grantee agrees to complete the *Good Neighbor Grant Final Report* upon project completion. Report forms are to be completed electronically and will be emailed to you. The *Good Neighbor Grant Final Report* is due on or before the Contract End Date. If your report is late and not turned in to F5S 30 days after the Contract End Date, the Grantee will be required to return all awarded grant funds.
- Items purchased using funds and/or materials provided for this grant will be for the benefit of the project and serve Shasta County pregnant women, children 0-to-5, their families, and/or providers of service to one of the above. Purchases must be accounted for using the *Good Neighbor Grant Final Report* provided by F5S to the Grantee prior to conducting the project.
- Documentation directly pertinent to this Contract must be kept by Grantee during the Contract Term and thereafter for five years from the Contract End Date. Examples of documentation include: receipts and other proof of expenditures, sign-in sheets, and advertisement. F5S reserves the right to conduct on and offsite audits of records related to the use of grant funds.
- Acknowledge the support of F5S by including the statement, "Support provided by" followed by the F5S logo on printed materials, promotions, and/or advertising developed for the project. Provide F5S with two weeks advance review on draft grant-funded materials and advertising in order to obtain required F5S approval on final product before printing or distribution.
- If under the specific terms of the grant, Grantee is required to purchase food using funds from this grant, food/beverage items will constitute healthy choices. Food must be related to the goal of the project and follow *Healthy Shasta Healthy Meeting Guidelines* available at [www.healthyshasta.org](http://www.healthyshasta.org).
- Grantees that fail to comply with the agreed-upon Grantee Responsibilities will be ineligible for future F5S grant funding for one year following the Contract End Date or more. In addition, the Grantee agrees that if they do not spend money consistent with the grant, fail to complete the project or fail to adequately respond to requests for status updates that F5S reserves (as a condition of the grant) the right to demand return of the awarded funds, disallow expenditures or take other remedial actions.
- In order to make a grant to an organization that does not have a public charity determination from the IRS, if Grantee is not a public charity, when the Grantee accepts such grant funds, the Grantee and its officers and directors agree to assure that grant funds are spent solely for the charitable purpose intended and for no other purpose whatsoever. Grantee acknowledges that the failure to spend funds in a manner not consistent with this commitment is violative of law and may subject the Grantee and its officer and directors to criminal and civil liability.

Please have the person authorized to sign contractual agreements at your organization sign below. By their signatures, each signatory represents that they have the authority to bind the party on whose behalf their execution is made.

<b>GRANTEE:</b>
_____
Grantee Signature
_____
Grantee Tax ID Number
_____
Date

<b>FIRST 5 SHASTA</b>
_____
Executive Director Signature
_____
Date