Giving on Purpose![](data:None;base64,)

PO Box 1908

McKinney TX 75070-8161

[contact@givingonpurpose.org](mailto:contact@givingonpurpose.org)

**CONFIRMATION OF FUNDING**

October 15, 2013

Dear :

It is our pleasure to inform you that the Board of Directors of Giving on Purpose has approved support for following charitable purpose(s):

The grant payments, amounts, and schedule are still to be determined.

The following **Terms and Conditions** apply to use of Giving on Purpose's grant(s):

**Purpose**

All grant funds, and any income earned on those funds, may be spent only for the purposes stated above and in accordance with the budget submitted with your grant proposal. It is also understood that no substantial changes will be made to the approved budget without the Giving on Purpose's prior written approval.

**Accounting**

All grant funds received by your organization from Giving on Purpose must be maintained in a separate account dedicated to the charitable purposes described herein. This account may be 1) a physically separate bank account restricted to the described charitable purposes, or 2) a separate bookkeeping account maintained as part of your financial records and limited to the described charitable purposes.

**Reporting**

A progress report signed by an appropriate officer of your organization must be sent or emailed to Giving on Purpose after six months, unless the grant funds are expended sooner.

The report must contain two parts: 1) a narrative account and 2) a financial account.

The Narrative Account should provide a description of what was accomplished by the grant and an assurance that the activities under the grant have been conducted in conformity with the terms of the grant. (Please include pictures.)

The Financial Account should provide a financial statement reporting, in U.S. dollars, all expenditures of the grant funds and any income earned on those funds. It is assumed that the financial statement will be prepared from the books and records set up and maintained for this purpose, which records can be readily checked. Only expenditures made in support of the grant purposes should be charged against the grant.

If written reports are not submitted to Giving on Purpose on a timely basis Giving on Purpose will withhold further payments, if any, to the organization and to any affiliate organization under this grant.

**Unused Funds**

Any grant funds, and any income earned on grant funds, that are not spent or committed for the purposes of the grant must be returned to Giving on Purpose.

**Record Maintenance and Inspection**

Your organization must maintain records of receipts and expenditures and make your books and records available to Giving on Purpose for inspection at reasonable times. Giving on Purpose may conduct an evaluation of operations under this grant, which may include a visit by Giving on Purpose personnel to observe and discuss the organization's program, and review financial and other records and materials connected with the activities financed by this grant.

It is suggested that the accounting records, as well as copies of reports submitted to Giving on Purpose, be kept by the organization for at least four years after completion of the use of the grant funds.

**Prohibited Activities**

It is understood that Giving on Purpose grant funds will not be used for any of the following purposes:

1. To carry on propaganda or attempt to influence any legislation, political action, public election, or voter registration, whether directly or indirectly;

2. To make grants to individuals for travel, study, or other similar purposes by such individuals (such as scholarships, fellowships or grants for research) without advance written approval from Giving on Purpose; or

3. To make grants to another organization without advance written approval from Giving on Purpose.

If you have further questions please contact Giving on Purpose.

**Compliance**

Giving on Purpose reserves the right, in its sole discretion, to discontinue funding, if not satisfied with the progress of the grant or the content of any written report.

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On behalf of Giving on Purpose, we look forward to hearing from you and wish you all success.

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I, , understand and accept the above Terms and Conditions. In signing this legally binding agreement, I represent to Giving on Purpose that I have the authority to sign this agreement, effective October 15, 2013, on the behalf of .

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Grant funds will be arranged following receipt of a signed copy of this agreement. This PDF can be signed via the online signature service, EchoSign, and emailed to all signators. If an online signature service is not acceptable for any reason, a signed hard copy may be sent to: Giving on Purpose, PO Box 1908, McKinney TX 75070-8161, USA.