



Contractual Agreement for Grant Award

The parties to this agreement are:

Grantor: **New Harvest Foundation**

Grantee:

Contract Administrator:

For Project/Program:

The **New Harvest Foundation** (“The Foundation”) agrees to award the specified sum for the grantee to carry out the project/program described in the grantee’s application named above. The Foundation agrees to disburse funds according to the schedule below.

Funding amount:

Funding period:

Funding Schedule:

Project/Program Budget: For budgeted items as per project/program proposal

Modifications, if necessary, to project/program proposal are listed in the enclosed letter.

The grantee will include in all materials associated with the project/program the following or somewhat similar statement: “This project/program is funded in part by a grant from the New Harvest Foundation.” The grantee will provide the New Harvest Foundation with copied of such materials in conjunction with the final project/program report.

To be completed by grantee:

Check to be made out to: _____

Check to be sent to: _____

In accepting from the Foundation the funds specified, the grantee and contract administrator agree to perform the following:

- ❖ Grantee will carry out the project/program substantially as described in the grant application, with any modifications specified by the Foundation.
- ❖ The contract administrator, on behalf of the grantee, will expend funds for the purposes and in the budget categories specified. The stated expenditure amount in any individual category may be exceeded by no more than 10% without prior permission of the Foundation. The total amount of the award may not be exceeded, and no more may be expended for contract administration than is specified.
- ❖ In the event that the grantee does not carry out the project/program, and/or there are unexpended funds remaining at the end of the grant period, the contract administrator will return all unexpended funds to the Foundation.
- ❖ The contract administrator will maintain appropriate accounting records and receipts for inspection by the Foundation or auditors upon request.

- ❖ The grantee and contract administrator will report on project/program expenditures, activities and outcomes using the report form provided by the Foundation. A final report is due no later than 45 days after the end of the funding period.

Final Report Due By:

The grantee will include in all materials associated with the project/program the following or somewhat similar statement: “This project/program is funded in part by a grant from the New Harvest Foundation.” The grantee will provide the New Harvest Foundation with copied of such materials in conjunction with the final project/program report.

For the Grantee: _____
(signature) _____
(date)

_____ _____
(print name) *(title)*

For the Administrator: _____
(signature) _____
(date)

_____ _____
(print name) *(title)*

For the Grantor: NEW HARVEST FOUNDATION
_____ _____
(signature) *(date)*

_____ _____
(print name) *(title)*