



NEW HAMPSHIRE  
CHARITABLE FOUNDATION

## Terms of Award

Grant awards from the New Hampshire Charitable Foundation are made for the purpose(s) specified in the enclosed grant award letter. Deposit of the grant award check signifies your intent to comply with the terms and conditions of the award as outlined below and in the grant award letter, and serves as our receipt for the grant award payment.

### 1. EXPENDITURE OF GRANT FUNDS

- a) The grant funds are awarded only to the grant recipient and for the amount and purpose(s) specified in the grant award letter. The grant funds are also subject to any conditions or restrictions in the grant award letter and the provisions of your funding request and budget, as approved.
- b) Grant funds may be (but are not required to be) used to support attempts to influence legislation of any governmental body in accordance with the grant recipient's project proposal and/or grant award letter and any applicable IRS regulations. Within reportable activities, the grant recipient must track and report both direct and grassroots activities and submit this to the New Hampshire Charitable Foundation. No part of any grant may be used for support of a political campaign.
- c) Grant recipients may not grant any portion of the grant award to a secondary grantee without the express permission of the Foundation, or as approved in the grant recipient's funding request and budget.

### 2. GRANT TERM

The grant term is defined as 12 months after the grant payment is issued.

### 3. GRANT MODIFICATIONS

The grant recipient must seek prior approval to making any significant change to the funding request's scope of work, for which the grant is made, including any adjustments to the grant budget over \$500. If all funds have not been expended by the end of the grant term, a no-cost extension to the grant can be requested if additional time is needed.

Grant Modifications, as described above, can be requested through a Grant Change Request form. This form can be accessed through the New Hampshire Charitable Foundation GrantSource system or through a paper form. Please contact the New Hampshire Charitable Foundation staff member listed in your grant award letter for instructions about this process. Grant modifications will be made at the discretion of the New Hampshire Charitable Foundation staff.

#### **4. FINANCIAL RECORDS**

Grant recipients will maintain accounting records sufficient to identify grant funds and show expenditures made in furtherance of the grant purposes charged against the grant. These records will be available for inspection by the New Hampshire Charitable Foundation and shall be maintained by grant recipients for at least seven years after the grant funds have been awarded.

#### **5. RETURN OF GRANT FUNDS TO NEW HAMPSHIRE CHARITABLE FOUNDATION**

- a) Grant funds should be expended within the grant term. At the end of the grant term, any unexpended grant funds should be returned to the New Hampshire Charitable Foundation unless the amount is \$50 or less; or a no-cost extension has been approved by New Hampshire Charitable Foundation.
- b) Unexpended grant balances should be returned to the New Hampshire Charitable Foundation if the grant recipient loses its exemption from Federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.

#### **6. REVOCATION OF GRANT FUNDS**

The New Hampshire Charitable Foundation, at its discretion, may revoke or request return of grant funds if the terms of the award are not met; contingencies and/or conditions in the grant award letter are not met; interim reports are inadequate; organizational leadership, finances, or other major issues put the outcome of the grant in jeopardy.

#### **7. REPORTS**

As a recipient of this New Hampshire Charitable Foundation grant award, you are required to submit a final report upon completion of the grant term. Grant recipients of multiyear grants must submit an interim report by the original grant's anniversary date before additional funds are released. Progress reports are required from those seeking new grant funds while still mid-cycle on a prior grant award. Grant recipients who do not submit interim, progress, or final reports will not be eligible for future funding. Interim and/or final grant reports are accepted through the New Hampshire Charitable Foundation's GrantSource system. If the grant recipient did not submit the original grant request through the New Hampshire Charitable Foundation's GrantSource system, please contact the New Hampshire Charitable Foundation staff member referenced in the grant award letter for further instructions.

#### **8. USE OF MATERIALS**

Unless other agreements are made, the New Hampshire Charitable Foundation reserves the right to use any images, texts or other materials from the grant recipient's project for New Hampshire Charitable Foundation publications and events.

#### **9. ACKNOWLEDGEMENT AND PUBLICITY**

The New Hampshire Charitable Foundation encourages you to publicize your work, including acknowledgement of this grant funding. [View the Foundation's "Grantee Press Kit"](#) for additional guidelines and assistance.

#### **10. ANTI-DISCRIMINATION IN GRANTMAKING**

The New Hampshire Charitable Foundation does not knowingly fund organizations or projects that illegally discriminate with regard to employees, volunteers, or clients served based on age, sex, religion/creed, race, national or ethnic origin, sexual orientation, gender identity or expression, physical or mental ability, marital status, military or veterans status, pregnancy or genetic information.

#### **11. FUTURE OR ADDITIONAL FUNDING**

No actual or implied promise of future funding has been made beyond the funding specified in the grant award letter. If any grant funds are returned or revoked, for any reason, there will be no further obligation in connection with this grant award.