**Sample General Support Grant Agreement Letter**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Foundation (“Grantor”) is pleased to notify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Grantee”), located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that it has been selected to receive a $\_\_\_\_\_\_\_\_\_\_ general support grant.

The award cycle is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. *(time may be extended from the original grant cycle if necessary)*

**Considering the current circumstances surrounding the COVID-19/Corona virus response, Grantor has decided to convert Grantee’s previous project-specific grant to a general operating grant to allow Grantee to deploy the grant funding in response to its most urgent needs. Accordingly, this Grant Letter and agreement is intended to replace and supersede the previous project-specific grant agreement between the parties dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which shall now become null and void.**

This grant is made by the Grantor subject to the following terms and conditions:

1. Grantee, or its fiscal agent, is an organization that is both exempt from tax under section 501(c)(3) of the Internal Revenue code (IRC) and an organization described in IRC 509§(a)(l), (2), or (3) whose status has been duly confirmed by one or more operative IRS rulings or determination letters, a copy of which Grantee has filed with Grantor.

2. Grantee will utilize the grant’s proceeds only for charitable and educational activities consistent with its tax-exempt status described above. Without limiting the generality of the preceding sentence, Grantee will not intervene in any election or support or oppose any political party or candidate for public office, or engage in any lobbying not permitted by section 501(c)(3) of the IRC, or, if applicable, IRC 501§§(h) and 4911.

3. Grantee will inform Grantor immediately of any change in its IRS tax-exempt status, proposed or actual as described in paragraph 1 above.

4. This is a general support grant. It is not earmarked for any project or for transmittal to any other entity or person, even if Grantee’s proposal or other correspondence expresses expenditure intentions. Rather, Grantee accepts and will discharge full control of the grant and its disposition and responsibility for complying with this agreement’s terms and conditions.

5. This grant is not in any way earmarked to support or carry on any lobbying or voter registration activity.

6. As a general support grant, Grantee is not required to submit periodic reports detailing the work that Grantee has completed using these grant funds. *(Optional: Grantor Foundation may choose to require reporting but this is not necessary)*

7. Grantor awards the grant as a single lump sum or as \_\_\_\_\_ installments payable according to the following schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *(edit to detail how payments or installments will be made)*

Grantee’s deposit, negotiation, or endorsement of the first installment check will constitute its agreement to the terms and conditions set forth above. However, please have the enclosed copy of this letter reviewed and signed where indicated by an authorized officer of Grantee and then returned to us at your earliest convenience so that we may have a copy for our files.

Sincerely,

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of this grant and hereby certify my authority to execute this agreement on Grantee’s behalf.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_