



## Award Letter and Grant Agreement

MONTH XX, XXXX

Representative Name  
Organization Name  
Organization Address

Dear FIRST:

On behalf of the Board of Directors, I am pleased to inform you that the New Jersey Civic Information Consortium (the "Consortium") has awarded a grant to XXX ("Grantee").

The description and terms of the grant are detailed below, and upon signature by both parties, this letter will serve as a Grant Agreement ("Agreement") in its entirety. The Consortium and Grantee are individually each a "Party" and together, the "Parties," to this Agreement.

In order for the Consortium to make payment, Grantee must accept the terms and conditions as set forth in the following paragraphs. Please note that the Consortium does not have any future obligation to provide additional support to Grantee as a result of awarding this grant.

**Grant amount:** \$XXX,XXX

**Grant period:** MONTH XX, XXXX - MONTH XX, XXXX

**Project name:** XXX

**Grant purpose:** XXX

PAYMENT SCHEDULE		
Amount	Disbursement Condition	Target Payment Date
50% of grant award	Upon completing required next steps, outlined below	MONTH XX, XXXX
50% of grant award	Upon approval by the Consortium program officer following a satisfactory progress review and impact tracking update three months after the first payment	MONTH XX, XXXX



## Reporting requirements

**Impact tracking:** Impact tracking is a required condition of this Grant. Consortium research associate, Hanna Siemaszko, will reach out shortly after your grant begins to discuss your project and the impact form we require grantees to use.

**Final Report:** A final report will be due at the end of your grant period and should include the outcomes and accomplishments of your Consortium funded project. The report also must include a final budget, tracking actual versus projected use of funds.

## Renewal grant

If at the end of the grant period the project is deemed successful by the Consortium and if it still falls within the focus of Consortium grantmaking, grantee may be invited by the Consortium to apply for a renewal grant. If so, the final report also will serve as an application for such funding.

## Next steps

Please sign and upload this Grant Agreement to the Grantee form linked here. Grantee must complete the form prior to the Consortium releasing any Grant funds. This form will also request copies of the following: IRS 501(c)(3) Letter of Determination of tax exempt status of Grantee or fiscal sponsor, fiscal sponsorship agreement between Grantee and fiscal sponsor (if applicable), and a letter or email confirming university/Grantee partnership. This form provides the Consortium with all required documentation and contact information in order to release grant funds.

## Payment

Grant funds will be paid via Bill.com. If your organization has not previously connected with the Consortium on Bill.com, your financial contact (provided via the aforementioned Grantee form) will receive an email invitation from Bill.com to provide banking information for electronic payment.

## Grant purpose change and/or grant extension

Grantee shall promptly notify the Consortium in writing if Grantee expects at any time that any portion of the Grant will not be spent or obligated by the end of the Grant Period, in



which event the Parties will meet within twenty (20) business days of such notification to discuss the status of the Grant, including without limitation any adjustments needed to the Grant Period and/or Grant Purpose. If no adjustment to the Grant Period is mutually agreed upon and memorialized in writing by the Parties, Grantee shall repay to the Consortium any portion of the Grant which is not obligated or spent by the end of the Grant Period.

### Public acknowledgment of grant

Grantee is strongly encouraged to name the Consortium in any list of funders in Grantee's press releases, internet posts, or other outside communications.

### Recordkeeping and accounting

Grantee shall maintain a complete and accurate record of the Grant received and expenses incurred pursuant to the Grant and make the record available to the Consortium upon request.

### Evaluation and learning

The Consortium is committed to maximizing impact and learning from its grantmaking. Accordingly, the Consortium may evaluate and monitor the effectiveness of this grant through regular check-in calls, grant reports, an independent evaluation of the grant, or as a part of a broader Consortium strategy evaluation. Grantee agrees to cooperate with Consortium evaluation and learning activities, as necessary, during and/or after the end of the Grant Period. Furthermore, the Consortium may share results of evaluations publicly as part of its own reporting in accordance with its founding statute.

### Termination

The Consortium reserves the right to discontinue, modify, or withhold any payments due under this Grant, or to require repayment of any unexpended Grant funds, if necessary in the Consortium's judgment, to comply with any law or regulation applicable to this Grant or if the Consortium determines Grantee has failed to comply with or otherwise breached any term or condition of this agreement, including but not limited to, failure to submit reports when due. In this event, the Consortium will notify Grantee in writing and provide an opportunity to respond.



## Tax-exempt status

Funding can only be provided to nonprofit organizations with 501(c)(3) tax exempt status. If your organization does not hold 501(c)(3) status, you must find a mission-aligned fiscal sponsor/fiscal agent.

By accepting this Grant, Grantee (or the fiscal sponsor) agrees to maintain its status as a 501(c)(3) corporation, recognized as a public charity under Section 509(a)(1) or (a)(2) of the Internal Revenue Code during the grant period and notify the Consortium immediately if the Internal Revenue Service proposes to change or revoke its status. Grantee (or the fiscal sponsor) also acknowledges and agrees to the terms of this grant award and represents that no goods or services were provided by Grantee in exchange for this grant.

Congratulations on being a grantee of the New Jersey Civic Information Consortium!

Accepted and agreed:

Accepted and agreed:

By:

\_\_\_\_\_  
Name: Chris Daggett  
Title: Board Chair and Interim Executive Director  
New Jersey Civic Information Consortium

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