



GRANT AGREEMENT

Grantee:
Project:
Total award:
Date of award:
Award detail:

Please acknowledge receipt and terms of this grant agreement with signatures from two officials from your organization (i.e., CEO/Executive Director and Board Member; Community Council President and another Officer). Notify the Anchorage Park Foundation in writing if the officials who sign this form leave office, and provide the new names and titles of their replacements.

All funds are to be expended for the purpose indicated above and any unspent funds are to be returned with the final report. The grantee must adhere to Foundation policies (attached) regarding payment, an extension or revision, and the final report. The grant end date is October 1, 2011.

Any capital improvements made to Anchorage parks with Challenge Grant funds or private funds used as match for the Challenge Grant shall become the property of the Municipality of Anchorage.

By signing this document, the grantee agrees to accept the conditions of this grant award, and to comply with the Foundation's reporting expectations. Please sign and return this agreement to the Foundation by the date stated in the cover letter.

By: _____
Typed Legal Name of Organization

Signature Date

Typed Name and Title

Signature Date

Typed Name and Title

Anchorage Park Foundation Challenge Grant Policies and Procedures

Payment

Grant payments require receipt of the signed Grant Agreement and a Payment Request Form from the grantee a minimum of 30 days prior to payment. Grant conditions must be met before payment will be made. Completion of the Payment Request form will explain how your group has met those commitments. Challenges must be met by the grant end date. Any interest derived from Challenge Grant funds shall be shown on the grant report and reinvested into the project or returned to the Anchorage Park Foundation.

Grant Duration

The end date of a 2010 Challenge Grant Award is October 1, 2011.

Progress Reports & Final Report

Progress Reports are due:

November 1, 2010

May 1, 2011

The progress report form is available on the APF website.

A Final Report is due by **October 1, 2011**, or 45 days after project completion, whichever is first.

The final report form is available on the APF website. The grantee will be required to report documented expenditures, describe the final status of the project, explain how the project has affected your organization and the community, and report the number of volunteers involved, total volunteer hours, in-kind contributions, and funds raised and expended. Please include before and after photos, media attention, and any community recognition the project generated for the Anchorage Park Foundation or for your organization.

Extension

Extensions may be granted by the Foundation upon request of the grantee at the sole discretion of the Foundation. An extension assumes that the grant award will be fully expended as described in the Grant Agreement, but more time is needed to complete the project. To extend the end date of the grant award, send a letter clearly stating the following:

- Describe why the project was or expects to be incomplete during the grant period.
- Identify the proposed new end-date for the project.
- Outline plans to complete the project and a timeline of work scheduled for the extension period.

Budget reallocation or project revision

Grant awards are made based upon the project budget and description as presented in the application. Grant funds may only be used for the specific purpose as stated in the Grant Agreement. Grant award reallocation or revision may be requested if the revision is within the scope of the award. Requests to substantially revise the scope of an award for activities not originally proposed, or inconsistent with the award's intent, are not permitted. If a reallocation is necessary to complete the project intent, it must be approved before funds are spent.

Unspent funds

It is the policy of the Foundation that unspent funds are returned with the final report. A request to use unspent grant funds may be submitted if there is a balance of funds after the proposed project is complete. Requests to use unspent grant funds for expenses not initially proposed, yet consistent with award intent, may be permitted, but only with advance approval. Budget revisions may not include pre-award expenses, or expenses incurred prior to approval. To request a revision or to use unspent funds, submit a Reallocation Request Form with an attached narrative detailing how reallocated funds will enhance project scope.

Forms

All the forms required are available from the Anchorage Park Foundation's web site at www.AnchorageParkFoundation.org. Questions? Please call 907.274.1004 or email Beth@AnchorageParkFoundation.org.