



PARK FOUNDATION

## 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, 2009.

*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. Return the Grant Agreement by the date specified and submit the Payment Request Form when you are ready to receive payment.

### **Challenge**

A challenge grant will be paid when grant conditions have been met. The form titled Payment Request is to be used to explain how your group has met those commitments. Challenges must be met by the grant end date.

### **Grant duration**

The end date of a 2008 Challenge Grant Award is October 1, 2009.

### **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.

### **Final report and grant requirements**

A Final Report is due by October 1, 2009, or 45 days after project completion, whichever is first. The grantee is required to report documented expenditures, describe the status of the project, explain how the project has affected your organization, and explain how the park improvement has affected the community. Please 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.

### **Forms**

All the forms required are available from the Anchorage Park Foundation's web site at [www.AnchorageParkFoundation.org](http://www.AnchorageParkFoundation.org) under "Challenge Grants/Grant Forms." Questions? Please call 907.343.4492 or email [NordlundBL@muni.org](mailto:NordlundBL@muni.org).