

# evanston!communityfoundation

## Grantee Responsibilities

Updated 10.26.17

Our goal is to ensure that the grants awarded to organizations and initiatives through any of our grants programs are successful and create the impact that they seek to make. We see ourselves as partners with our grantees and are always available to consult with grantees about their work. One way to ensure success is to be clear about grantees' roles and responsibilities.

Once a grant is awarded, a grantee organization creates:

- Statement of expected impact
- Anticipated outcomes
- Strategies that will be employed during the grant
- Indicators of impact

These are incorporated into a grant agreement that spells out additional grantee roles and responsibilities, including:

- To use the grant only for the purposes as set forth.
- To repay the Evanston Community Foundation any portion of the grant that is not used for the purposes of the grant as set forth above.
- To use the grant only during the grant period unless an extension is approved by the Foundation.
- To notify the Foundation of any pending/contemplated change to the funded project or its scheduled completion date. Any changes to the organization, program or personnel as they relate to the funded project must be communicated to the Evanston Community Foundation Program Officer as soon as possible to confirm Foundation approval.
- To submit to the Evanston Community Foundation full and complete reports on how funds are spent and the progress made in accomplishing the purposes of the grant.

- To support site visits or other program evaluation conducted by the Foundation during the course of the grant period.
- To maintain adequate supporting records of grant expenditures consistent with generally accepted accounting practices.
- To continue to qualify as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code – and not as a private foundation as defined in section 509(a) of the Code – and that it will notify the Foundation immediately if the Internal Revenue Service (IRS) proposes to revoke or change the grantees exempt status.
- To recognize that there is no agreement, oral or written, that directs that the grant funds be used for lobbying activities. The grantee has the right to engage in lobbying that does not exceed limits imposed by Internal Revenue Code Section 501(c)(3) or, if applicable, Sections 501(h) and 4911. Grantee also may engage in unlimited, nonpartisan policy activities that are not lobbying or that constitute an exception to lobbying as defined by Section 501(c)(3).
- To ensure no funds are used for partisan political activities, which are prohibited under Section 501(c)(3). However, grantee may engage in unlimited nonpartisan voter education and engagement activities consistent with the law.
- To acknowledge support from the Evanston Community Foundation, regardless of the funding source within the foundation, in appropriate printed and online materials such as press releases, social media, newsletters, printed programs, etc. The Foundation appreciates any photos or other information on this grant for our future use. Copies of the printed materials should be included with the final report.