Grant Resolution

Z. SMITH REYNOLDS FOUNDATION

The purpose of this Grantee Acceptance and Understanding Form (the GAU Form) is to assure the Z. Smith Reynolds Foundation (Foundation) that the following grant meets all requirements of the Tax Reform Act of 1969 and amendments thereto:

Grant Resolution

By signing this GAU Form, the Grantee acknowledges and accepts this grant for payment at the appropriate time under the following conditions:

1. The Grantee confirms (1) that the Internal Revenue Service has determined it is an organization described in Section 501(c)(3) of the Internal Revenue Code (the “Code”) and is not a private foundation as defined in Section 509(a) of the Code, and that its determination has not been revoked; or (2) that it is a governmental agency. The Grantee will promptly notify the Foundation if the Grantee’s tax-exemption status is revoked or modified in any way.

2. The Grantee certifies that all grant funds will be used for the actual, direct accomplishment of one or more charitable purposes within the State of North Carolina.

3. The Grantee will use this grant only for the purposes specifically set forth in the above section entitled GRANT RESOLUTION. Any portion of this grant not used for these purposes will be repaid to the Foundation. Any condition or purpose set forth in the Grant Resolution or in the GAU Form will take precedence over any conflicting provision in the proposal submitted by the Grantee. Unless otherwise stated in the grant resolution, the grant period shall align with the July-June calendar year, beginning in July and ending in June.

4. This grant will be used only for expenses incurred during the grant period, unless a grant extension is requested by the Grantee and approved by the Foundation. Any portion of the grant not used for expenses incurred during the grant period or during any approved extended timeframe shall be returned to the Foundation at the conclusion of the grant period or authorized timeframe, as applicable.
5. If the Grantee desires to extend the period for grant expenditures beyond the grant period, the Grantee should contact the Foundation and request a Grant Extension Form. A Grant Extension Form will be placed in the Grantee’s online account. The Grantee should submit the Grant Extension Form at least one month prior to the end of the original grant period. After the Foundation has received the form, Foundation staff will notify the Grantee if the extension has been approved.

6. The Grantee will submit an Interim Report to the Foundation annually, or at such other intervals as reasonably requested by the Foundation. The Interim Report will describe the progress made in accomplishing the purposes of the grant and provide a financial accounting of grant expenditures in accordance with the agreement. (For more information, see Grant Payment(s) and Reporting Requirements later in this document.) Interim Reports must be approved by Foundation staff prior to disbursal of the next grant payment.

7. The Grantee will submit a full and complete written Final Report to the Foundation no later than three months after the end of the grant period. If the grant period is extended, the Final Report will be due three months after the end of the extended grant period. The Final Report will describe the progress made in accomplishing the purposes of the grant and provide a complete financial accounting of grant expenditures in accordance with the agreement. (See the Reporting Requirements section later in this document.) Records of receipts and disbursements related to the grant will be maintained by the Grantee for seven years after the end of the grant period, and such books and records will be made available to the Foundation or its representative upon request.

8. The Grantee confirms that (a) this grant is not earmarked to be used for lobbying or in an attempt to influence legislation, and (b) if this grant is a project-specific grant, total funding from the Foundation for such project does not exceed the amount budgeted by the Grantee for non-lobbying activities for such project. If this grant is disbursed over a period of more than one year, the preceding requirements shall apply to each year of the grant, measured by the amount disbursed by the Foundation in each year.

9. The Grantee will not use any of these grant funds for any purpose or activity which would constitute a taxable expenditure under Section 4945 or a political expenditure under Section 4955 of the IRS Code, including without limitation any activity that would constitute participation or intervention in any political campaign on behalf of (or in opposition to) any candidate for public office, or to undertake any activity or fund any expenditure for any purpose other than one specified in Section 170(c)(2)(B) of the Code.

10. The Grantee accepts and will retain full responsibility for compliance with the grant terms and conditions. The Grantee confirms that the Foundation has not directed and does not have authority to direct funds from this grant to be distributed to any designated third party.

11. The person signing below certifies that such person has read this Grantee Acceptance and Understanding Form in its entirety and that such person has authority to execute this agreement on behalf of the Grantee.

IN WITNESS WHEREOF, this Grantee Acceptance and Understanding is duly executed on
Date

Acknowledgement Signature
By: (President or Other Authorized Official)

Organization Name
Do not change name listed below. If organization's name is now different, contact the Foundation after submitting this form.

Address

City
State
<None>

Postal Code

Payment Address
Address in which check should be sent, if address different from above.

Date Grant Awarded:

Total Amount of Grant:

Title of Project:

Grant Schedule & Grant Payment(s)

Grant Schedule

To Access Your Online Grant Account:
Please note that all forms referenced in this document will be accessed in the manner described below.

- Enter www.zsr.org in your internet browser. Under For Grantees from our website, select the link Access your online account to log into your account. Enter the same email and password used when completing your grant application.

- Select Requirements in the top left-hand corner. The Grantee Acceptance and Understanding Form is listed. Open the Form, read thoroughly, complete, and submit.

- Once any requirement form has been initially opened and closed, but not submitted; to reopen the form, under the drop-down box, select In Progress.
Grant Schedule:
The following information is intended to provide guidance on the grant term of the grant award.

Grant Start Date: Unless otherwise stated in the Grant Resolution on page one of this document, the grant start date is July 1, 2019. If the Grant Resolution on page one of this document indicates the grant is payable any month other than July 2019, then the grant start date is the first day of the month indicated. A Grantee may use grant funds for work expenses that begin in the month the grant starts.

Fund Availability Date: Unless otherwise stated in the Grant Resolution, for grants awarded in May 2019, funds are available in July 2019. If the Grant Resolution indicates the grant is payable in a month other than July 2019, then funds become available in the months indicated.

Grant End Date: The grant period begins on the start date as noted above, and ends at the end of the term noted in the grant resolution (e.g. one year, three years, etc.), unless otherwise stated in the Grant Resolution.

Rescission Date: Grants will be rescinded automatically if payment has not been requested within 18 months of the grant start date. For example, grants that start July 1, 2019 for which payment is not requested by December 31, 2020 will automatically rescind.

Grant Extension (refer to #5 from Grant Resolution tab):
- If grant has already been paid, an extension request must be made at least one month prior to the grant end date.
- If grant has not yet been paid, an extension request must be made at least one month prior to the grant rescission date.

Grant Period: The grant period is the Grant Start Date to the Grant End Date. For example, if it is a two-year grant with a grant start date of July 1, 2019 then the Grant End Date is June 30, 2021.

Co-learning Requirements:
As part of ZSR’s new Collaborative Problem-Solving approach, the Foundation is eager to learn with and from CPS Grantees. This will involve identifying learning questions that both ZSR and Grantees want to explore. ZSR may also support opportunities to exchange ideas, information, and insights across grantee communities. In other words, ZSR expects that its relationship with CPS communities will not end with awarding a grant. Rather, we hope to engage in mutual learning and reflection with CPS communities. The co-learning agenda and engagement, including potential formats (e.g., convening, peer-learning, etc.) and Grantee time required, will be co-developed by Grantees and ZSR and will be informed by the learning questions Grantees prioritize.

Reporting Requirements:
Please refer to the Grant Resolution on page one to determine when this grant is payable and the length of the grant period.
**Interim Reports:**
Grantees receiving a grant for a grant period longer than one year, shall submit an Interim Report in the 11th month of each year of the grant period. The Interim Report must be received and approved by the Foundation before the Foundation will release any payments after the first payment.

In the Interim Report, the Grantee will describe progress made in accomplishing the purposes of the grant and provide a financial accounting of grant expenditures in accordance with the agreement.

1. **Grants with two payments:** An Interim Report is due eleven (11) months from the start of the grant period. After the first payment is disbursed, an Interim Report will be provided in the Grantee’s online Grant Account. This applies to grants with a grant period of over one year.

2. **Grants with three payments:** An Interim Report is due eleven (11) months from the start of the second year of the grant period. After the second payment is disbursed, an Interim Report will be provided in the Grantee’s online Grant Account. This applies to grants with a grant period of over two years.

3. **Grants with four payments:** An Interim Report is due eleven (11) months from the start of the third year of the grant period. After the third payment is disbursed, an Interim Report will be provided in the Grantee’s online Grant Account. This applies to grants with a grant period of over three years.

**Example 1:** A Grantee awarded a two-year grant that begins July 2019 must submit an Interim Report in May 2020.
**Example 2:** A Grantee awarded a three-year grant that begins in July 2019 must submit an Interim Report in May 2020. This same Grantee must submit an Interim Report in May 2021.

In both examples, the Interim Report must be received and approved by the Foundation before the next grant payment will be made.

**Final Reports:**
All Grantees shall submit a Final Report that is due no later than three months from the end of the grant period. If Foundation Staff have approved an extension of the grant period, the Final Report form shall be due no later than three months from the end of the extended grant period. The Final Report form will be provided in the Grantee’s online account after the last payment is disbursed.

In the Final Report, the Grantee will describe progress made and outcomes of the grant and will provide a complete financial accounting indicating how the grant funds were expended in accordance with this agreement. Any unspent funds in excess of $25.00 shall be returned to the Foundation. If all funds have been disbursed and spent before the due date of the Final Report, a Final Report may be submitted earlier.
**Grant Payments:**
Please refer to the Grant Resolution on page one to determine when this grant is payable, the length of the grant period and whether grant payment is contingent or conditional upon further actions by the Grantee.

Directly following the Board of Trustees’ meeting, the Foundation reserves a limited amount of time for legal processing before comprehensive notification of the grant award is emailed and funds become available. For grants approved in May 2019, funds should be available in July 2019 unless otherwise indicated in the Grant Resolution on page one of this document.

All Grantees must complete and submit online the GAU Form in order to receive payment. Upon receipt of a completed GAU Form, the Foundation will release funds to the Grantee in July 2019 unless otherwise indicated in the Grant Resolution. **In order to receive timely payment, Grantees should read, complete and submit the GAU Form in June 2019.** If the Grantee does not complete and submit the GAU Form in a timely manner, this may delay the release of grant funds. If the Grant Resolution indicates the grant is payable in a month other than July, the Foundation will make payment in that month.

If the grant is conditional or contingent, all conditions and contingencies must be met before payment will be issued. Refer to the Grant Resolution on page one to determine if the grant payment is conditional or contingent upon the Grantee taking other actions.

*If the Grantee has received previous grants from the Foundation, any past due reports must be submitted online to the Foundation before release of any funds from the new grant.*

**Multi-Year Grant Payments:**
Please refer to the Grant Resolution on page one to determine the number of months or years of the grant period.

The Grantee must submit a completed GAU Form to receive the first payment of the grant.

For grants longer than one year, payments following the first payment will be released once the Grantee has submitted the Interim Report and it is approved by Foundation staff, assuming all other reporting and contingency requirements have been met. An Interim Report form will be provided in the Grantee’s online account.

1. **To receive a second payment** – the Foundation requires that the Grantee submit an Interim Report eleven (11) months from the start of the grant period. Once the Interim Report has been received and approved by Foundation staff, the second payment will be disbursed. This applies to grants that are longer than one year.

2. **To receive a third payment** – the Foundation requires that the Grantee submit an Interim Report eleven (11) months from start of the second year of the grant period. Once the Interim Report has been received and approved by Foundation staff, the third payment will be disbursed. This applies to grants that are longer than two years.

3. **To receive a fourth payment** – the Foundation requires that the Grantee submit an Interim Report eleven (11) months from start of the third year of the grant period. Once the Interim Report has been received and approved by Foundation staff, the fourth payment will be disbursed. This applies to grants that are longer than three years.
## Budget Changes

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**Budget Changes:**

In the event the budget submitted by the Grantee to the Foundation, upon which the grant is predicated, needs to be modified during the grant period due to the size of the Foundation's grant, the availability of funds from other sources, or other compelling circumstances, the revised project budget and objectives shall be submitted to the Foundation through [documents@zsr.org](mailto:documents@zsr.org) at the time such changes are approved by the Grantee's Board of Directors or duly authorized staff member of the Grantee organization.

Any modification of Grantee's budget or objectives which would substantially alter the proposed activities or outcomes of the grant shall be reviewed and approved by Foundation staff. This approval must occur prior to release of funds to the Grantee if the modification is known to the Grantee at that time.