

Z. Smith Reynolds Foundation – 11/18/16 Grant Award Notification

Mrs. Jane R. Doe
XYZ Company

We are pleased to inform you that the Trustees of this Foundation, at a meeting held on November 18, 2016 approved a grant in the amount of \$XX,XXX.00 to XYZ COMPANY for *General Operating Support*. The terms and conditions of the grant are specified in the Grantee's Acceptance and Understanding Form (Grantee's Form). It is most important that you read the Grantee's Form in its entirety.

The Grantee's Form and the Request for Payment Form for this grant are both available in your online account. January is the earliest date the grant is payable (unless the grant resolution states the grant is payable in July 2017). If the grant is conditional or contingent, all conditions and contingencies must be met before payment will be issued. 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. Payment of the grant should not be requested until the grantee has need to expend the funds.

For the grantee to receive payment, the Grantee's Form and the Request for Payment Form must both be submitted online (separately) at least 30 days prior to the desired payment date. If the grantee has not requested payment of the grant award within 18 months following the date the grant is payable, the grant will be automatically rescinded.

To Request Payment of the Grant(s) and to Access Your Online Grant Account:

- From our website at www.zsr.org, click the "For Grantees" tab in upper right corner, then click the link "Access your online account" to log in.
- Enter the same email and password used when completing your grant application.
- Select the "Requirements" tab in the upper left corner.
- Open the "Request for Payment Form," complete, and submit.
- Open the "Grantee's Form," complete, and submit.

(Please note that all future forms to be completed online will be accessed and submitted in the manner described above.)

If you have any questions regarding this grant, *PROGRAM OFFICER* will be happy to talk with you about the Board's decision. Feel free to call this staff member at 336-725-7541 or 800-443-8319.

Maurice "Mo" Green
Executive Director
Z. Smith Reynolds Foundation