

ATWOOD FOUNDATION

Grant Contract and Reporting Requirements

Please complete, sign and return this form by no later than 10 days following the date on your grant award letter.
Email to: atwoodfoundation@gmail.com Or mail to: Atwood Foundation 301 W. Northern Lts. Blvd. #440 Anchorage, AK 99503

Administrative Information:	
Your organization's name:	
Project title / Grant purpose:	
Grant amount:	
Date on your grant award letter:	
Name of primary contact:	Title:
Phone number:	
Email address:	

Grant Reporting Requirements:	
For grants that fund a <u>specific project(s)</u> : Within 30 days of project's completion, the grantee agrees to complete a 1-2 page narrative to respond to the following questions:	
1) How were the grant funds expended?	
2) What was the outcome(s) of the project?	
3) Do you plan on applying again to the Atwood Foundation for the same or similar project?	
For grants that fund <u>annual operations</u> : Within 30 days following the period covered by this grant, the grantee agrees to complete a 1-2 page narrative to respond to the following questions. An interim report is also required to be included with <u>future application for continued support if the original grant period is not yet complete</u> :	
1) How were the grant funds expended?	
2) Describe the financial and operational performance for the organization over the last year.	
3) Do you plan on applying again to the Atwood Foundation for the same or similar purpose?	

Agreement to Terms:
1) By signing this agreement, the grantee agrees to apply the grant money towards the project or purpose as originally stated on the initial grant application, and will notify the Atwood Foundation in writing in advance of expenditures if this is not the case to determine whether the grants needs to be reallocated or rescinded.
2) By signing this agreement, the grantee agrees to provide the Atwood Foundation a narrative report addressing the items listed above within the time frame requested.
3) By signing this agreement, the grantee agrees to notify the Atwood Foundation in writing in advance of expenditures if the scope of the project or program changes.
4) By signing this agreement, the grantee agrees to notify the Atwood Foundation in writing when any key personnel involved in the project or program changes.
5) By signing this agreement, the grantee agrees to notify the Atwood Foundation in writing at the completion of the project, if any portion of the original grant is unspent.

SIGNED: _____ TITLE: _____

DATE: _____