



**AIDS FUNDING COLLABORATIVE
TERMS OF GRANT AGREEMENT**



GRANTEE:			
PROJECT/PROGRAM:			
GRANT TYPE:			
GRANT AMOUNT:		GRANT PERIOD:	

I. ADMINISTRATION OF GRANT:

- A. Expenditure of Grant:** This grant is to be expended only for the purpose which has been approved by the AIDS Funding Collaborative (AFC). Modification of the purpose, project and/or program shall be done pursuant to section I-D herein.
- B. Responsibility and Records:** The recipient organization is responsible for expending the awarded funds in compliance with its proposed budget and/or revised budget submitted herewith, unless otherwise modified according to Section I-D herein. The recipient organization shall maintain adequate financial records; consistent with generally accepted accounting principles and best practices. In addition, the recipient organization shall maintain adequate records to ensure accurate data collection for reporting requirements in Section II.A. The agency shall make the aforesaid records available for the AFC’s inspection upon reasonable notice given by the AFC.
- C. Return of Grant Funds:** The Center for Community Solutions (CCS) provides fiscal and administrative oversight for the AFC. The recipient organization shall return to or reimburse CCS/AFC for any portion of the grant not spent in accordance with the terms of the grant or for failure to comply with the Terms of Grant Agreement. Unexpended funds remaining at the close of the grant period shall be promptly returned to CCS/AFC, unless an extension, in writing, has been granted by the AFC. Any grantee who is approaching the end of the grant period and is anticipating having unspent funds is encouraged to talk with the AFC about options for extending grant. Should the recipient agency lose its Federal Income Tax status pursuant to IRC section 501(c)(3), it shall immediately return any unexpended funds to CCS/AFC.

Any and all funds being returned or reimbursed to CCS/AFC shall be made payable to The Center for Community Solutions, Attn: AIDS Funding Collaborative, 1501 Euclid Avenue, Suite 310, Cleveland, OH 44115. Please ensure that the memo line of the check denotes AIDS Funding Collaborative.

- D. Modification Procedures:** The final award approved by AFC may be less than the amount initially requested by the applicant organization. If the final award differs from the initial request, the agency must attach a revised project/program budget to the Terms of Grant Agreement along with a detailed description of changes to the project/program. The AFC Director will review and facilitate the approval of such changes.

The recipient agency shall not modify the purpose, project and/or program that is the subject of this agreement in any way. Modifications will only be permitted upon the agency’s written request outlining the proposed modification and upon approval of same, in writing, by the AFC. All requests are to be forwarded to the address set forth in section I-C herein.

- E. Grant Payment Schedule:** The payment schedule will be outlined in the award letter. The AFC/CCS reserves the right to withhold the release of funds on any grant. Any conditions placed upon the release of funding will be specified in the award letter or other written communication.

Generally, targeted and responsive grants will be distributed in two equal payments. The first payment shall be released upon the AFC’s receipt of the signed Terms of Grant Agreement. The

second payment shall be issued upon the AFC's receipt and approval of the agency's six-month progress report.

Generally, discretionary grants will be distributed in a single payment. This payment date is contingent on the signed Terms of Grant Agreement being returned to the AFC.

II. MONITORING BY AFC/CCS:

A. Reports to AFC/CCS: The recipient organization is responsible for providing the AFC with written report(s) on the project/program according to the following schedule (see "Grant Type" noted at the top of page 1):

1. Targeted and Responsive Grants:
 - a. A midterm report, covering the activities of the first five months of the grant period, is due six (6) months from the starting date of the grant.
 - b. A final report is due within thirty (30) days of project completion.
 - c. For grants six (6) months or less, only final reports are required as set forth in subsection (b) of this section.
2. Discretionary Grants:
 - a. A final report is due within thirty (30) days of project completion.
3. Content of Reports: Unless specified otherwise in the grant award letter or other correspondence from the AFC, required content of reports is as follows:
 - a. Midterm reports shall consist of a financial report, detailing income and expenses of the project to date and an explanation of any variations in expected expenditures, and a short progress report on the program with the following components:
 - i. A restatement of each program objective with a bulleted list of the major activities related to each objective that were accomplished in the reporting period, their date of completion, and outcome measures of those activities.
 - ii. A brief discussion of the projected vs. actual timetable of the project. If the timeline is not being met, describe the factors contributing to the change in the implementation schedule and the plan for achieving the program goals given the adjustments to the timeline.
 - iii. A brief discussion of any particular concerns or challenges AFC should be aware of and/or requests for technical assistance or a face-to-face dialogue with AFC.
 - iv. A notation of any upcoming events related to the program that you would like AFC to attend.
 - v. Any other information that may be requested by AFC.
 - b. Final reports shall consist of the following components:
 - i. *For Targeted and Responsive Grants:* A financial report, detailing income and expenses of the project and an explanation of any variations in expected expenditures, and a 4-6 page narrative including:
 - 1) Executive Summary—brief overview of the program, its goals, outcomes, and major accomplishments.
 - 2) Implementation Plan—a report on the achievement of the activities outlined in the implementation plan of the project, including projected vs. actual timeline for specific activities. If the timetable was not met, describe the changes in the timeline and the reasons for those changes.
 - 3) Goals and Objectives—specific quantitative and qualitative achievements of each of the stated goals and objectives of the approved project.
 - 4) Barriers/Challenges—discussion of the biggest challenges faced during the period, including factors contributing to any shortcomings in meeting projected goals and objectives.

- 5) Lessons Learned—details of the lessons learned and how those lessons are informing the future implementation of the program, if applicable, or other agency programming.
 - 6) Future Plans—discussion of the plans for continuation of the program, if applicable, including evidence of financial support for continuation of the project beyond the grant period, if applicable (if this is not possible, detail efforts to secure continuation of funding). If the program is not continuing, describe how the objectives met in the program will advance the work of the agency and/or other agency programs.
 - 7) Telling Your Project’s Story—description of a particular client, interaction, or event that illustrates or is emblematic of the impact of the funded project.
 - 8) Any other information that may be requested by AFC.
- ii. *For Discretionary Grants:* A financial report, detailing income and expenses of the project and an explanation of any variations in expected expenditures, and a 1-2 page letter describing:
- 1) the activity(ies) supported by the grant;
 - 2) the objectives achieved through those activities;
 - 3) a discussion of the major lessons learned and the plans for continuation of the activity, if applicable, including evidence of financial support for its continuation. If the program is not continuing, describe how the objectives achieved through this activity will advance the work of the grantee;
 - 4) Telling Your Project’s Story—description of a particular client, interaction, or event that illustrates or is emblematic of the impact of the funded project.
 - 5) any other information that may be requested by AFC.

B. Site Visits: AFC representatives may conduct a minimum of one (1) site visit of the program being funded. Should the AFC choose to conduct said site visit, it may be scheduled at or after the midpoint of the project/program. The organization and/or program shall cooperate in scheduling the site visit and shall provide to the AFC any and all information requested for the site visit. (Discretionary grants and gap funding are generally exempt from site visits).

C. Program Evaluation: All programs funded by the AFC are subject to evaluation. Grant recipients shall cooperate with AFC staff, and external evaluators as applicable, and provide information relating to program evaluation when requested.

D. Media and Public Communications: All media and public communications (reports, brochures, newsprint, discussions, advertisement, etc.) pertaining to the grant project should clearly indicate financial support from the AIDS Funding Collaborative (e.g. Support for this project has been provided by the AIDS Funding Collaborative). The AFC can provide an electronic copy of the AFC logo as well.

III. POLICY ON CONTINUED FUNDING:

This grant is made with the understanding that it is time limited and that AFC/CCS has no obligations, implied, stated or otherwise, to provide or continue financial support for the purpose of the grant beyond the period for which the grant was made.

Submitted to

_____	_____	_____	_____
John R. Corlett	Date	Melissa Federman	Date
Executive Director		Director	
The Center for Community Solutions		AIDS Funding Collaborative	

Accepted in accordance with the conditions specified in this Terms of Grant Agreement by:

AGENCY:

_____	_____	_____	_____
Chairman/President, Board of Trustees	Date	Executive Director	Date