

*The Prince George Rotary Foundation*  
P.O. Box 4  
Prince George, VA 23875  
*Helping people here and around the world*

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**LETTER OF AGREEMENT**

Bruce Carroll, Coach  
Prince George High School  
7801 Laurel Springs Road  
Prince George, VA 23875

August 17, 2016

Dear Coach Carroll:

Congratulations! The Rotary Club of Prince George County Charitable Foundation Has awarded the Prince George High School Football program a grant for \$500.00, to be used to support the program to feed the student athletes at Prince George High School during the 2016-17 school year.

This correspondence will serve as your *Letter of Agreement*, which sets forth the terms of your grant. It encompasses the specifics of your project, such as how the money will be utilized, the reporting requirements, and the evaluation process.

Please read the terms of this Letter to ensure that you understand and agree with them. **Sign the Agreement, keep a copy for your records and return the original to the Foundation.**

**Terms of Agreement**

**Use of funds**

This grant is strictly for the purpose stated in this letter. The funds provided may be spent **only in accordance with the specific project described in your application.**

**Reporting Requirements**

You must submit documentation to the Foundation no later than **three months after receiving the grant** addressing the following:

- An itemized list of purchases made with the funds;
- The extent to which your organization has met its objectives;
- Demonstration of community commitment and support for your organization; and
- How your organization delivered services and programs to the community.

**Public Relations/ Communications**

The Foundation requires that it be cited in some manner as a source of support for your project. We would also like to be included in any public ceremonies or special events highlighting the project.

**Special Provisions**

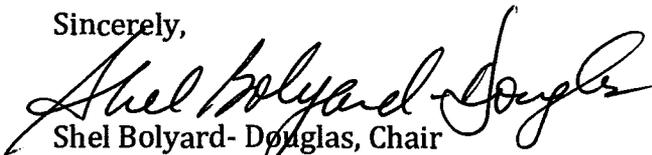
All grants are made and all funds must be used in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued there under.

**Limit of Commitment**

Unless otherwise stipulated in writing, the grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee organization.

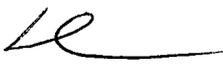
I trust this letter reflects your understanding of the terms of the Foundation's grant. If you have any questions about any portion of this letter, please contact me at (804) 720-4319.

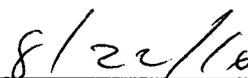
Sincerely,

  
Shel Bolyard- Douglas, Chair  
Rotary Club of Prince George Charitable Foundation

**Acceptance**

I agree to all terms and conditions set forth in this Letter of Agreement, and understand that funds will be disbursed in accordance with the terms described herein.

  
\_\_\_\_\_  
Bruce Carroll, Coach  
Prince George High School Football Program

  
\_\_\_\_\_  
Date

