



**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**

Mr. John Smith  
501 (c) (3) Organization  
Address  
Address

June 26, 2010

Dear Mr. Smith:

Congratulations! The Rotary Club of Prince George County Charitable Foundation has awarded sample 501 (c) (3) organization a grant for \$\_\_\_\_\_, to be used to provide emergency shelter for homeless persons during the 200\_ calendar 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 Letter, keep a copy for your records and return the original copy 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 within three months after receiving this contribution, addressing the following:

- 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 portions of this letter, please contact Margaret Whipple at (804) 458-0601.

Sincerely,

Floyd Brown, President

**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.

\_\_\_\_\_  
**Mr. John Smith**  
**So and so organization**

\_\_\_\_\_  
**Date**

