

The purpose of this document is to share information about Firelight's grantmaking practices. You should always consult with an attorney before signing anything that will affect your legal rights and obligations.

***** Document Starts Here *****

[DATE]

[CONTACT NAME, TITLE]
[ORGANIZATION NAME]
[ORGANIZATION ADDRESS]

Dear [CONTACT NAME],

Firelight Foundation is pleased to inform you that the Board of Directors has approved a grant to [ORGANIZATION NAME] for the purposes described in section (b) below. Firelight Foundation and our network of grantee-partners and advisors look forward to partnering with you to address the concerns of children and families affected by HIV, AIDS, and poverty.

I. TERMS

In order for us to make payment of these funds, we require formal acceptance of the terms that follow, as well as completion of the attached documents:

- (a) An authorized representative of [ORGANIZATION NAME] must sign this contract letter and fill out the accompanying forms as instructed.
- (b) [FUNDING PARAMETERS**]
- (c) Funds not used for the purposes described in section I(b) must be returned to Firelight Foundation, unless a written request to use such funds for a different purpose is submitted and approved in writing by Firelight Foundation in advance. (See the Important Information document for more information on budget change protocols.)
- (d) By signing this contract you acknowledge that you have not received funding for the proposed activities from another source. If you have received such funding, you will notify Firelight.
- (e) [ORGANIZATION NAME] agrees to maintain an accurate record of all expenditures made under this grant, including copies of purchase receipts. Your organization also agrees to retain such records for a period of 4 years following closure of the grant. Access to these records will be provided to Firelight Foundation or its designated representative upon request.
- (f) Within 12 months of the date that the payment is made, you agree to provide us with a narrative and financial report using Firelight's reporting template on the use of grant funds.
- (g) If your organization needs more than 12 months to make full use of the funds, an extension should be requested.
- (h) During the grant period, Firelight Foundation may conduct evaluations of your organization and its programs. [ORGANIZATION NAME] agrees to participate in these activities. The fees and expenses associated with such evaluations will be paid by Firelight.
- (i) During the course of the funding period, [ORGANIZATION NAME] should notify Firelight Foundation of any significant developments, which affect your organization or the purposes

for which this grant is given, including leadership, governing structure, staffing, mission, and objectives.

II. TERMINATION

Firelight Foundation may terminate this Agreement immediately and cancel any unpaid disbursements if Firelight determines, in its sole discretion, that:

- (a) [ORGANIZATION NAME]'s programs and objectives and/or program approach are not aligned to Firelight Foundation's programmatic objectives;
- (b) that [ORGANIZATION NAME] is not making satisfactory progress toward the goals of the program or has violated the terms of this Agreement, including Firelight's Partnership Expectations as outlined in Annex 1; or
- (c) [ORGANIZATION NAME] uses any portion of the grant funds for purposes not included in the terms of this Agreement.

Within 30 days after receiving notice from Firelight of such termination, the grantee shall return any funds not used for the purposes described in this Agreement to Firelight or, at Firelight's election, transfer the funds over to a charitable organization designated by Firelight. Firelight Foundation will notify the relevant local authorities if funds are not returned within the 30-day period.

III. AGREEMENT & SIGNATURE

Through this grant, we are supporting your organization's efforts to improve the lives of vulnerable children and families. We look forward to learning more about your programs and sharing those lessons with our partners and the public. Please note that Firelight Foundation will include information on this grant in its publications.

We value and honor your work. On behalf of the Foundation, I extend our best wishes for the success of this endeavor.

Sincerely,

[AUTHORIZED SIGNEE NAME]
[AUTHORIZED SIGNEE TITLE]

* * *

I have read and understand the terms of the grant contract as stated in the foregoing letter, verify all the information to be true and accurate and agree to the terms as stated.

Printed Name of Officer or Person
Legally Responsible for the Funds

Title

Signature

Date

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****Examples of Language to use for Funding Parameters (section Ib)**

1. No Change, i.e. one-year grant amount is equal to grantee budget

Firelight Foundation is awarding Partner X \$X USD for one year to support the activities described in your proposal.

2. Revised Budget, i.e. reduced/increased grant amount from proposed budget

Firelight Foundation is awarding Partner X \$X USD for one year to support the activities described in your proposal. We request that you submit a revised budget totaling \$X USD for this grant with your signed contract and supporting documents. The budget must be received and approved by Firelight before grant funds are released.

3. Multi-year Grants (Year 1 grant amount is equal to Grantee's proposed budget)

Firelight Foundation is awarding Partner X \$X USD for one year to support the activities described in your proposal. Firelight Foundation is provisionally awarding funds for X additional years (\$X/\$X USD respectively). The second [and third] year of funding [is/are] contingent upon (a) approval by Firelight Foundation's Executive Director; (b) availability of the funds; (c) receipt of satisfactory annual narrative and financial reports; and (d) receipt of a sound budget and plan for the next year of activities.

4. Multi-year Grant & Revised Budget

Firelight Foundation is awarding Partner X \$X USD for one year, and provisionally awarding funds for X additional years (\$X/\$X USD respectively). We request that you submit a revised budget totaling \$X USD for the first year of funding with your signed contract and supporting documents. The second [and third] year of funding [is/are] contingent upon (a) approval by Firelight Foundation's Executive Director; (b) availability of the funds; (c) receipt of satisfactory annual narrative and financial reports; and (d) receipt of a sound budget and plan for the next year of activities.

5. Grant without a Budget or Plan

Firelight Foundation is awarding Partner X a grant of \$ X USD for capacity building activities. A budget and plan must be received and approved by Firelight before grant funds are released.

6. Exit Grant (This sentence can be added as the last sentence to the funding parameters.)

This grant award is an exit grant from Firelight.