SE Uplift Communications Grants Program

Grant Project Name

I. Project Coordinator:

- The project coordinator will be responsible for the oversight and compliance of their groups’ communications grant.
  
  - The project coordinators shall be, Name Here. In the event that the project coordinator changes, (“Grantee”) and (“Partner”) must notify SE Uplift Neighborhood Coalition as soon as possible.
  
  - Grantee and Partner agree to diligently pursue the successful completion of all elements of the project, limit the use of funding to authorized expenses, notify SE Uplift of any project changes, and submit all components of the final report by the deadline described below.

II. Scope of Services and Authorized Expenses:

- The project will consist of:
  - Funds will be used for:
  - Any major changes to the scope of work or the budget must first be approved in writing by SE Uplift.

III. Release of Funds:

- The total funding for this project is: (Grant Funds)
  - Your project must be completed, and all funds must be expended by September 30th.
  - In the event of failure to complete a component of the grant project, SE Uplift may, at its discretion, request that all or a portion of grant funds be returned.

IV. Communication:

- Grantee and Partner agree to immediately notify SE Uplift of any changes in the project timeline, grantees ability to complete the grant project, or grantees ability to expend the grant funds for the intended purposes.

- Grantee and Partner agree to clearly and prominently acknowledge support from SE Uplift in all printed and web-based materials associated with the project outlined in Section II (A), including but not limited to public announcements, media releases, newsletters, email announcements, media releases, event flyers, event programs, annual reports, website pages, and social media announcements.
V. **Final Report Requirements:**

- Grantee and Partner agree to submit a final grant report that includes a narrative; a budget summary outlining actual funds used, funds leveraged, and **ALL** corresponding receipts; images of the project; and copies of all outreach / promotional materials.

- The final report must be submitted within 30 days of the completion of the project or no later than September 30th.

- Failure to submit all elements of the final report by the deadlines outlined in Section VI will constitute a breach of this contract. In such event, your organization will be required to return the funds.

__________________________  ____________________________
Project Coordinator          Date
Organization

__________________________  ____________________________
Project Coordinator          Date
Partner Organization

__________________________  ____________________________
Christina Estimé            Date
SE Uplift Neighborhood Coalition