

**GREATER MORGANTOWN COMMUNITY TRUST**  
Grant Terms and Conditions

1. The grant award must be used for the purposes outlined in your application. Your award letter also notes any additional restrictions on the use of the funds. Written, prior approval from the Trust is required before making any changes to the intended use of these grant funds. To change the intended use of the funds, please e-mail or write to the Trust requesting approval.
2. To request grant payment, submit a letter to the Trust **at least** two weeks before needing the funds. You have up to 6 months to request payment. If you have not requested payment within 6 months, you must seek approval from the Trust for an extension of time. Unless prior arrangements are made, you will receive the check by mail.
3. **Hold Harmless**--The Grantee agrees to indemnify, defend and hold harmless the Trust and its agents and employees from any liability, loss, cost, injury, damage or other expense that may be incurred by the Trust or claimed by any third person against it as a result of the Trust's funding of the project or any action or non-action taken in connection with the project.
4. All grant recipients must file a final report to the Trust upon completion of the grant-funded project. A final report should include the following information:

**Grant Information**

- Name and address of grantee.
- Brief description of the purpose of the grant as outlined in the original grant application.
- Amount of grant award.

**Project Results**

- How has the project been implemented?
  - Has the project followed the objectives? If not, why?
  - Has the project been modified since the proposal was presented; if so, how?
  - What have been your methods for evaluating this project?
  - What is the impact of the project on your organization and on those people it was designed to serve?
  - Include budget information detailing exactly how grant funds have been spent.
  - For the above, if funding was for general support please submit an operations budget for the funding period and information as to services and results i.e. number of performances, attendance, shows, classes etc. This will help us to further our efforts to promote your organization and applicable endowment funds within the Trust.
5. The Greater Morgantown Community Trust and The Arts Fund should receive recognition for its support in any publications, announcements, or materials related to the grant-funded project.

6. Please provide the Trust with photographs related to the grant-funded project for use in annual reports, newsletters, etc. Mail such photographs to the Trust's office at PO Box 409, Morgantown, WV 26507 or email to [gmct@gmctfoundation.org](mailto:gmct@gmctfoundation.org). These photographs can be useful in increasing community awareness of our grant-making role, which can aid us in increasing our grant-making capacity.
  7. If you currently have a web site please provide your link to us and add the following GMCT link [www.gmctfoundation.org](http://www.gmctfoundation.org). The more internet connections the better the exposure. Also, GMCT will provide you with a logo for your web site and would likewise appreciate any logo that you could provide.
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I, as a representative of \_\_\_\_\_ (organization), agree to the terms and conditions stated in **BOTH** the award letter and this form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**Release for Publication:** As representative for the organization cited above, by my signature below I authorize the Trust to use photographs and any accompanying explanatory text for any and all publicity purposes deemed necessary and appropriate by the Trust. By copy of my signature below, I certify that I have the permission of any individuals shown in photographs, sent to the Trust, to use any photographs bearing their likenesses for publicity purposes.

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Representative of Agency/Organization

Date

**Return signed original to  
GREATER MORGANTOWN COMMUNITY TRUST.  
P.O. Box 409  
Morgantown, WV 26507-0409**