

I. QVNA Community Grant Recipient

[Name] is a Grant Recipient Organization (GRO) of a 2019 QVNA Community Grant in the amount of \$[xx]. This grant has been designated for [specific reason or project, with or without stipulation(s)].

II. Grant Calendar

July 1, 2019	Grant funds are available.
January 31, 2020	Deadline for Progress Report.
April 15, 2020	Deadline to request a Grant Year extension due to extenuating circumstances.
June 30, 2020	Grant is closed.
July 15, 2020	Deadline for Final Project Report and Expense Reimbursement.

III. Access to Grant Funds

Lump sum advance grant payments are not made. GRO must submit an Expense Report to QVNA when funds are required. A sample Expense Report is attached. Additional copies may be downloaded from <http://bit.ly/GrantsExpenseReport>.

Expense Reports can be used two ways:

1. Reimbursement for grant-related expenses (based on attached receipts provided).
2. Direct payment from QVNA to a vendor or licensed contractor for a down payment, progress payment, or final payment (based on the attached invoice provided).

IV. GRO Requirements

A. Marketing, PR, Signage and Photos

GROs must acknowledge QVNA's financial support in any project publicity, including signage and communications via print and/or social media. (Facebook: @queenvillage; Instagram @queenvillagephila; and Twitter: @qvnaorg)

B. Documentation

QVNA requires a written mid-year Progress Report and a Final Report in either Word or as a PDF. Please include before/during/after photos (in .jpg format) along with descriptive captions for each photo. Please include participant counts, if applicable. GRO Reports, photos and captions will be used on QVNA's website and/or in other public communication.

Documenting the impact of each Community Grant is vital to QVNA's mission, operations and public trust. For these reasons, QVNA imposes penalties if report deadlines are not met.

C. Progress Report:

1. **Deadline is January 31, 2020**

QVNA must receive a Progress Report by email at info@qvna.org. The report must include:

- A brief summary of the project/activity. (Example: 1-3 sentences from your Grant Application.)
- Activities/accomplishments of the past six months (with captioned photos – before and after if possible), the names of your organization's participants, and the count of any public attendees, if applicable.
- List of credits given to QVNA in print, temporary signage, and/or social media for its funding of the project/program.

2. **Penalty for missed deadline**

GRO access to funds will be frozen until the Progress Report is received and acknowledged by QVNA.



QVNA 2019 Community Grant Recipient Organization Agreement

Please read this document thoroughly before agreeing to it with your signature

D. Final Report:

1. Deadline is July 15, 2020

QVNA must receive a Final Report by email. The report must include:

1. A description of your project’s initial goals and outcomes achieved.
2. Your project’s resulting impact on the neighborhood.
3. Additional funding leveraged for your project.
4. Before and after captioned photos (in .jpg format).
5. The number and names of the individual(s) directly working on the project/program.
6. If Queen Village residents attended one or more funded programs, how many events occurred and how many residents (children and/or adults) participated?
7. What media or community feedback was received? Please provide links or story copies.
8. What publicity, if any, was achieved? Please provide links or story copies.
9. What public credit was given to QVNA for providing the community grant? Please include screen shots of social media, photos of on-site signage, copies of newsletters, etc.
10. Please note any “Lessons Learned” on this project/program that can be applied to a future community service project of a similar type to make it run better, smoother, more efficiently, etc.
11. Please note any challenges encountered (and/or challenges overcome) in executing your project.
12. What was your final budget (including actual expenses incurred?)
13. What else would you like QVNA and Queen Village residents to know about your accomplishments?
14. General comments about the grant process.

2. Penalties for missed deadline(s)

- a) **Not received by July 15, 2020**
The GRO will not be eligible for a grant in the next Community Grant opportunity.
- b) **Not received by August 15, 2020**
The GRO will not be eligible for a grant in the next three Community Grant opportunities.

V. Grant Year Extension Provision

If for reasons beyond its control the GRO cannot complete its program/project within the Grant Year, QVNA must be notified in writing by April 15, 2020. Upon written approval by QVNA, the GRO will receive a 60-day extension.

VI. Acceptance

A. For [Name]

As [Name’s] Point-of-Contact for QVNA’s Community Grant Program, I certify that I have read, understand and agree to the responsibilities and requirements outlined in this Agreement.

Printed Name of GRO Point-of-Contact

Signature of GRO Point-of-Contact

Phone Number

Email

Date

B. For Queen Village Neighbors Association

QVNA President Eleanor Ingersoll

Date

Please sign and return one original Agreement (keeping a copy for yourself either by mail at QVNA, P. O. Box 63763, Philadelphia, PA 19147; OR in person at 417 South Street, 2nd Floor. **Questions?** Your QVNA Contact is Jake Peterson (215.339.0975 / info@qvna.org)