

## I. QVNA Community Grant Recipient

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

## II. Grant Calendar

Grant funds will be made available after this Agreement has been signed and is subject to the following schedule:

1. [Month date, year] Deadline for Progress Report (Details in Section IV.D)
2. [Month date, year] Deadline to request an extension (Details in Section VI)
3. [Month date, year] Grant is closed
4. [Month date, year] Final Report and Final Expense Report Reimbursement are Due (Details in Section V)

## III. Access to Grant Funds

Lump sum advance grant payments are not made to the GRO. The full amount of grant funds will become available when the Final Report (Section V.A.) has been received and acknowledged by QVNA.

GRO must submit an Expense Report to QVNA when funds are required. A sample Expense Report is attached. It can also be downloaded from the QVNA.org website <https://qvna.org/expense-report-grants>.

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 (as described in IV.B) Contractor's W-9 and COI must be received by QVNA before work begins.

## IV. GRO Requirements

### A. Marketing, PR, Signage and Photo

### B. Hire of Licensed, Insured Contractors

If the scope of the GRO's project includes the need to hire a contractor (examples: arborist, mason, builder), the contractor must be licensed and insured. QVNA must receive a copy of the contractor's Certificate of Insurance (COI) and W-9 prior to the start of work on the GRO's behalf. Email these documents to [info@qvna.org](mailto:info@qvna.org).

### C. Documentation Progress Report

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. The final report requires this documentation. For these reasons, QVNA imposes penalties if report deadlines are not met.

### D. Progress Report

#### 1. Deadline is [xxxxxx]

QVNA must receive a Progress Report by email at [info@qvna.org](mailto:info@qvna.org). The report must include:

- A brief summary of the project/activity. (Example: 1-3 sentences from your Grant Application.)
- The names of the individual(s) directly working on the project/program.
- Activities/accomplishments of the past six months (with captioned photos – before and after if possible) 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.

## V. Final Report

### 1. Deadline is [xxxxx]

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

1. A description of your project's initial goal(s).
2. How did your project/program help improve quality of life for Queen Villagers?
3. The names of the individual(s) directly working on the project/program.
4. What was your final budget (including actual expenses incurred?)
5. Did you have funding for this project from other sources? (If so, please provide name and funding amount).
6. For program-based projects, how many people attended/participated?
7. Please provide photos, with captions, of the activity or 'before and after' shots (in .jpg format -- that have the potential to be used in QVNA communications to neighbors.)
8. To support this community grant program, please include screenshots of social media, photos of on-site signage and copies of newsletters that include QVNA's credit.
9. Any community feedback to share? Please share comments or story links.
10. "Lessons Learned" are always appreciated. Please share any project challenges or process suggestions with QVNA

### 2. Penalties for missed deadline(s)

- a) **Not received by [xxxxx]**  
The GRO will not be eligible for a grant in the next Community Grant opportunity.
- b) **Not received by [xxxxx]**  
The GRO will not be eligible for a grant in the next three Community Grant opportunities.

## VI. 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 [xxxxx]. Upon written approval by QVNA, the GRO will receive a 60-day extension. If those circumstances can be substantiated to demonstrate why completion cannot be accomplished within a 60-day extension, QVNA at its the sole discretion may extend the grant deadline.

## VII. Acceptance

### A. For [Name of GRO]

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 [Name]

\_\_\_\_\_  
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 744A South 4th Street. Questions? Your QVNA Contact is Jake Peterson (215.339.0975 / info@qvna.org).