

McAuley Ministries
Major Grant Agreement

This grant is made by McAuley Ministries subject to the following terms and conditions:

Purpose of Grant and General Information

- I. The grant will be used exclusively for purposes specified in the organization's application or in amended documents approved by the McAuley Ministries Board of Trustees. The Grantee will directly administer the program specified and will insure that funds are disbursed only in accordance with and to agencies or organizations specified in the proposal.
- II. Unless otherwise provided in writing, this grant is made with the understanding that McAuley Ministries has no obligation to provide other or additional support to the Grantee.
- III. All grants are made, and must be used, in accordance with all applicable laws, regulations and rulings.
- IV. The Grantee is an organization that is exempt from tax under section § 501(c)(3) of the Internal Revenue Code (IRC). This status has been confirmed by one or more operative IRS ruling or determination letters, copies of which Grantee has filed with McAuley Ministries.
- V. The Grantee will utilize the grant's proceeds only for charitable and educational activities consistent with its tax-exempt status described above. The Grantee will not intervene in any election or support or oppose any political party or candidate for public office, or engage in lobbying beyond that permitted by the IRC.
- VI. Grantee will inform McAuley Ministries immediately of any change in or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.
- VII. This Grantee does not support or engage in any terrorist activity, and the proceeds of the grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism or used for any other unlawful purpose.

- VIII. Any significant changes, additions, or deletions to any part of the program goals, objectives, activities, outcomes, timetable or budget as originally approved must be requested in writing by the Grantee and approval, if given, will be indicated in writing by McAuley Ministries. If there are questions as to the significance of a particular change, please contact McAuley Ministries.

Accounting and Audit

The Grantee will maintain a separate line item for the grant on its books for accounting purposes. All expenditures must adhere to the specific line items in the proposal budget or in subsequent approved amendments. Expenses charged against this grant may be incurred only as necessary to carry out the purposes and activities of the approved program. The Grantee will retain all records, receipts, invoices, and canceled checks for a period of four (4) years following the completion of the grant. The Grantee will make its books and records available to McAuley Ministries and its designated agents upon request.

Payments and Reports

- I. Within one month after receipt of a fully-executed grant agreement, McAuley Ministries will forward the initial payment to the grantee; subsequent payments will be made upon successful completion and reporting on the first and succeeding year(s) of the grant. **The first report is due [Date]. Interim reports are due [Dates]. The final report is due [Date].**
- II. Report formats will be provided by McAuley Ministries. Financial reports will include details of expenditures for the stage completed. The program reports will demonstrate progress toward achieving the outcomes and objectives outlined in the organization's application or in amended documents as approved by the McAuley Ministries Board of Trustees. McAuley Ministries' staff or volunteer leaders may conduct on site visits during the grant period.
- III. McAuley Ministries may request a meeting during the grant term or at the grant completion to review and share progress and challenges, lessons learned, and any other observations or recommendations regarding the program.

Copyright and Acknowledgement

- I. McAuley Ministries grants all copyright interests in materials produced as a result of the grant to the Grantee.
- II. The Grantee grants to McAuley Ministries a nonexclusive, irrevocable, perpetual, and royalty-free license to reproduce, publish, alter, or otherwise use and to license others to use any and all materials produced as a result of the grant, including any and all data collected in connection with the grant in any and all forms the data are fixed.
- III. McAuley Ministries retains the right to publicize the grant and report on the grant's outcomes as it deems appropriate.
- IV. All publications, press releases, exhibits, interviews, or other means of communication dealing with the activities or achievements of the work of the grant will acknowledge the support of McAuley Ministries. The Grantee will provide copies of all printed materials, newspaper articles, and other publicity pertaining to the grant and its impact to McAuley Ministries.
- V. McAuley Ministries desires that all resources of the Grantee be dedicated to accomplishing its charitable purposes. Unless previously discussed, we request that Grantee not recognize McAuley Ministries, its Board members, or staff with certificates, plaques, or similar acknowledgements.

Equipment

Equipment purchased with grant funds will be the property of the Grantee so long as the equipment is not diverted from the purposes for which the grant is made. If the purpose is changed or the organization ceases to exist, McAuley Ministries reserves the option to transfer ownership of the equipment to McAuley Ministries or its designee.

Termination of Grant and Reversion of Grant Funds

- I. McAuley Ministries reserves the right to terminate the grant at its sole discretion for any reason at any time. Among the reasons that McAuley Ministries may terminate the grant are any violation by the Grantee of the terms and conditions of the grant, including but not limited to, not executing the work of the grant in substantial compliance with the proposal, not filing initial and interim reports in a timely manner, or in the event of any change in or

challenge by the Internal Revenue Service of the Grantee's recognition under IRC § 501(c)(3). McAuley Ministries' determination will be final and binding.

- II. Should termination of the grant occur for any reason, within 30 days from the date of the termination, the Grantee will provide McAuley Ministries with a full accounting of the receipt and disbursement of funds and expenditures incurred under the grant through the effective date of the termination.
- III. At the scheduled termination of the grant period, the Grantee will repay any unused grant funds to McAuley Ministries within 30 days. In the event McAuley Ministries terminates the grant prior to its completion for any reason, the Grantee will immediately repay funds used for purposes other than those specified in the proposal.

Catholic Social Teaching and Ethical and Religious Directives

The program funded with this grant will comply with the Ethical and Religious Directives for Catholic Health Care Services, as promulgated by the US Conference of Catholic Bishops, and amended from time to time.

Disaster Plan

The Grantee will maintain an annually updated disaster plan identifying its preparation for and response to any natural or man-made disaster. The disaster plan will be made available to McAuley Ministries upon McAuley Ministries' request.

McAuley Ministries Contact

All correspondence, reports and communications regarding this grant agreement should be directed to:

Michele Rone Cooper
Executive Director
McAuley Ministries, Inc
McAuley Hall
3333 Fifth Avenue
Pittsburgh, PA 15213
412-578-6223
mrcooper@mercy.pmhs.org

By signing below, the Grantee accepts and agrees to comply with all conditions and terms stated in this document.

Organization: _____

Chief Executive of Grantee (required signature)

Signature: _____

Name and Title (please print): _____

Date: _____

Person Directly Responsible for Program, if not the chief executive

Signature: _____

Name and Title (please print): _____

Date: _____