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| Internal Grant No.  |  |
| Grantee:  |  |
| Project Director:  |  |
| Project Title:  |  |
| Grant Amount:  |  |
| Period of Grant:  | July 1, 2021 – June 30, 2022 |

**Scope of Work and Budget**

The Grant shall be used exclusively for the purposes described in the Grant Application and in the related Budget.

**Reporting Requirements and Payment Schedule**

The payment schedule together with the due dates for required grant and financial reports are noted below. One hard copy original of the quarterly narrative and progressive financial reports is to be submitted to the Qlarant Foundation Program Director. In addition, an electronic copy is to be submitted to the Qlarant Foundation Program Director by email.

**DUE DATE DESCRIPTION**

June 1- June 30, 2021Qlarant Foundation scheduled issuance of Award Notices to Grantees

Within 15 business daysGrantee to provideexecuted acceptance of the Terms and Conditions of Grant,

of Qlarant Foundation and all related documents, i.e. Debarment and Lobbying Certificates, tax status

Award Notice letter.

On or about July 30, 2021 Qlarant Foundation scheduled issuance of first check, representing 25%\* of Grant funds.

On or about October 15, 2021 Grantee to submit First Progress Report (Narrative Summary of Project, covering the period July 1, 2021-September 30, 2021) and Utilization of Budget using the Progress Report form and progressive financial report format provided by Qlarant Foundation.

On or about Nov. 15, 2021 Qlarant Foundation scheduled issuance of second check, representing second 25%\* of funds, subject to receipt, review, and acceptance of the Grantee’s First Progress Report.

On or about Jan. 15, 2022 Grantee to submit Second Progress Report (Narrative Summary of Project, covering the period October 1, 2021-December 31, 2021) and Utilization of Budget using the Progress Report form and progressive financial report format provided by Qlarant Foundation.

On or about March 15, 2022 Qlarant Foundation scheduled issuance of third check, representing third 25%\* of funds, subject to receipt, review, and acceptance of the Grantee’s Second Progress Report.

On or about July 15, 2022 Grantee to submit Final Report of Project Outcomes (covering the period January 1, 2022-June 30, 2022) and Financial Summary Report (based upon Budget proposal) using the Progress Report form and progressive financial report format provided by Qlarant Foundation.

On or about Sept. 15, 2022 Qlarant Foundation scheduled issuance of fourth check, representing fourth and final 25%\* of funds, subject to receipt, review, and acceptance of the Grantee’s Final (Project Outcomes and Financial) Reports

**\*Please note**: Requests for exceptions to the level, four-installment disbursement schedule must be specifically identified in the original Grant Application, fully supported by the proposed structure of the project or program and approved by Qlarant Foundation prior to Grant award. However, if unforeseen circumstances arise during the course of the project or program and require deviation from the schedule, the Grantee may submit written request for such deviation, along with specific justification to Qlarant Foundation. The request will receive full consideration by Qlarant Foundation and the Grantee will be notified regarding the decision reached.

**Project/Program Management**

**The Grantee** will directly administer the project or program supported by the Grant, and agrees that no Grant funds shall be disbursed to any organization or entity, whether or not formed by the Grantee, nor be used for any purpose, other than specifically set forth in the Grant Application noted above.

**The Project Director** is the Grantee’s representative directly responsible for developing the proposed activity,
its implementation, and day-to-day supervision of the project supported by the Grant. Qlarant Foundation considers the leadership of the project to be crucial to its success and, therefore, reserves the right to terminate support in the event that the Project Director leaves the project or the Grantee. The Grantee agrees to notify Qlarant Foundation at least (30) days in advance of the departure of the designated Project Director, and document the impact of such departure on the project/program. Failure to notify Qlarant Foundation of such a change in leadership may result in withdrawal of current financial support and/or disqualification from future grant funding.

**Subcontracts/Consultants**

Any subcontract agreement or consulting agreement with an individual for more than 40% of the Total Value of the Grant must be provided to Qlarant Foundation for review prior to execution. The Grantee must ensure that all subcontract or consulting agreements are in compliance with policies as stated in this document. Failure to provide such agreements to Qlarant Foundation may result in withdrawal of current financial support and/or disqualification from future grant funding.

**Changes in the Scope of Work/Use of Grant Funds**

Permission to make major changes in the project objectives, implementation strategy, key personnel, timetable or the use of the approved budget for the project (e.g., a revision of an amount equal to 20% of a single line item), must be submitted to Qlarant Foundation in writing. Qlarant Foundation must provide written approval of such modifications in the Grant project/program prior to implementation. Grants that deviate from their approved Scope of Work must be revised accordingly. Failure to honor the stipulations of the Grant Agreement may result in termination of the Grant and reimbursement of all funds to Qlarant Foundation.

**Publicity, Publications, and Acknowledgement of Support**

**Press Releases and Publications:** Project Director will submit to Qlarant Foundation copies of all publications concerning their grants.

**Acknowledgement of Support:** In any communication media or dissemination vehicles (books, journal articles, videos, brochures, etc.,) referring to or resulting from this Grant, appropriate acknowledgement of Qlarant Foundation support shall be written as follows: *Supported by Qlarant Foundation, Inc., a Maryland-based non-profit foundation. The views presented herein are those of the author and not necessarily those of Qlarant Foundation, Inc., its directors, officers or staff.*

**Publicity by Qlarant**: Qlarant reserves the right, in its sole discretion, to publicize, through any media platform(s), its support of Grantee and the Grant awarded to Grantee.

**Financial Records**

The Grantee is expected to maintain complete financial records of revenues and expenditures of the project, together with supporting documentation. Qlarant Foundation may audit or have audited the records of the Grantee insofar as they relate to the disposition of the Grant funds.

**Use of Grant Funds**

This is a twelve-month Grant. Funding awarded by Qlarant Foundation shall be used:

* Solely for the program or project defined by the Grant Application, including the proposed budget and the Scope of Work.
* It is expected that the Grantee should utilize the total Grant dollars over a period of time not to exceed 12 months from receipt of the funding.

**Carry-Over of Funds**: A request for carry-over funds, i.e., projected unused portion of the award dollars, shall be made in writing to Qlarant Foundation for approval not less than 60 days prior to the end of the Grant period. Absent submission of such request by Grantee and approval by Qlarant Foundation, all unused portions of the award dollars, if not disbursed, will be retained by Qlarant Foundation, and if already disbursed, will be returned by Grantee to Qlarant Foundation immediately upon Qlarant Foundation’s request either at the end of the Grant period or at such earlier time as it becomes apparent that Grantee will be unable to utilize the total Grant dollars within the Grant period.

**Extension of Term:** Should the Grantee determine that the Scope of Work cannot be completed within the Grant period, Grantee shall request in writing 60 days prior to the end of the Grant, a defined extension of time (not to exceed 90 days) for completion of the original Scope of Work. Grantee’s request will receive full consideration and Qlarant Foundation will notify Grantee of its decision within 30 days of the request.

Funds provided under the Grant shall not be used to:

* Attempt to influence legislation (within the meaning of Section 4945(d)(1) of the Internal Revenue Code.)
* Attempt to influence any specific public election, directly or indirectly or any voter registration drive.
* Support payment of salary, expense reimbursement or other compensation to employees of Grantee within the scope of their employment that are outside the purpose of the program/project funded by Qlarant Foundation.
* Provide a grant to another organization without prior written approval of Qlarant Foundation.
* No part of the Grant shall be used for other than charitable, scientific, literary or educational, health care services or support.
* Unless Qlarant Foundation indicates otherwise, funds not expended or committed for the purposes of this Grant within the Grant Period (or any authorized extension of the Grant Period) shall be returned to Qlarant Foundation within sixty days of the close of the Grant.

Qlarant Foundation reserves the right, at any point, to withhold further Grant payments or to reclaim full or partial Grant payments in the event the Grantee:

* fails to use the funds for the intended purposes,
* uses Grant funds for unauthorized expenditures,
* becomes the subject of any bankruptcy or insolvency proceedings,
* ceases operations,
* otherwise becomes unable to complete the project, or
* violates the terms or conditions of this Grant Agreement in any way.

###### *It is expressly understood that Qlarant Foundation has no obligation to provide other or additional support for this or any other project or program. Grantee may reapply for additional funds on an annual basis.*

**Acceptance of Terms and Conditions**

This document is to be signed by an official authorized to act on behalf of the Grantee and to assure Qlarant Foundation that the Grantee and the Project Director shall comply with all the terms and conditions specified above.

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| **Grantee** |  | **Qlarant Foundation** |
|  |  | **Qlarant Foundation, Inc.** |
| *Name of Grantee* |  |  |
| *By:* |  | *By:* |
|  *Signature Date* |  |  *Signature Date* |
|  |  | Dominic Szwaja, PA |
| *Printed Name* |  | *Printed Name* |
|  |  | Chair, Qlarant Foundation |
| *Title* |  | *Title* |