



## Colorado Association of REALTORS® Foundation

### Grant Acceptance Conditions 2020

The Colorado Association of REALTORS® (CAR) Foundation is awarding this grant to (organization) as the Grantee contingent upon the following:

#### **TAX-EXEMPT STATUS:**

(Organization) is a nonprofit organization currently recognized by the Internal Revenue Service as a public charity described in sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code of 1986 as amended (the “Code”):

- (Organization) tax exempt status under sections 501(c)(3) and 509(a) of the Code has not changed since the issuance of the IRS determination letter which was provided to the CAR Foundation, and
- There is no issue presently pending before any office of the Internal Revenue Service that could result in any proposed changes to your tax-exempt status under Sections 501(c)(3) and 509(a) of the Code.

#### **EXPENDITURE OF FUNDS:**

This grant is awarded for the purpose outlined in the grant award letter and may not be expended for any other purpose without the CAR Foundation’s prior written approval.

If the grant is intended to support a specific project or to provide general support for a specific period, any portion of the grant unexpended at the completion of the project or the end of the period must be declared in writing to the CAR Foundation, to decide how to proceed with the remaining funds.

(Organization) may not expend any grant funds for any political or lobbying activity or for any purpose other than the one specified in section 170(c)(2)(b) of the Code.

**NO ASSIGNMENT OR DELEGATION:**

You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this grant without prior written approval from the CAR Foundation.

**RECORDS AND REPORTS:**

(Organization) is required to provide the CAR Foundation with a written report summarizing the project by December 1, 2020. Your report should include the following:

- **Program Implementation:** Update on what was originally planned and what has been accomplished.
  - Include statistics of how many people/families were served.
- **Program Outcomes:** Provide information on evaluation activities and on the degree to which the program is producing the results that were expected.
- **Change of Plans:** Explain if any changes were needed and why.
- **Challenges, Successes, and Lessons:** If your organization has encountered specific challenges in implementation of the program, or has had great success in some area, let us know. Also include any lessons learned that will enhance the future work of your organization.
- **Financial Overview:** Explain the grant's status including income, expenditures by line-item, and funds remaining if applicable.
- **Attachments:** Attaching pictures, news clips, letters from those benefitting from the program, or video clips will be appreciated.

You also agree to provide any other information reasonably requested by the CAR Foundation. If your organization obtains any audited financial statements covering any part of the period of this grant, please provide a copy to the CAR Foundation as well.

**REQUIRED NOTIFICATIONS:**

(Organization) is required to provide the CAR Foundation with immediate written notification of: (1) any changes in your organization's tax-exempt status; or (2) your inability to expend the grant for the purposes described in the grant award letter.

**PUBLICITY:**

(Organization) will allow the CAR Foundation to review and approve the text of any proposed publicity concerning this grant prior to its release. The CAR Foundation may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in the CAR Foundation's periodic public reports, newsletters, and news releases.

Any correspondence or notifications can be made to:  
 Stacey Brown, Executive Director of the CAR Foundation  
 309 Inverness Way South  
 Englewood, CO 80112  
 303-785-7126  
[sbrown@coloradorealtos.com](mailto:sbrown@coloradorealtos.com)

The undersigned certify that they are the recipient of this grant and agree to observe all of the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

**ACCEPTED AND AGREED TO:**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Grant Recipient

\_\_\_\_\_  
Grant Recipient Signature and Date

\_\_\_\_\_  
Payee on the check

\_\_\_\_\_  
Address of where the check will be sent to.

\_\_\_\_\_  
Stacey Brown  
Executive Director, Colorado Association of REALTORS® Foundation

\_\_\_\_\_  
Executive Director Signature and Date, Colorado Association of REALTORS® Foundation