



Terms of Agreement

Publicity guidelines

Sharing the good news of your grant brings attention to your organization, recognizes The Cooperative Foundation and allows other organizations to learn more about our grant programs. When publicizing your grant award, please keep the following in mind.

- The following “boilerplate” paragraph should be used to describe The Cooperative Foundation:

The Cooperative Foundation is a steadfast supporter of cooperative development, research, and education. For more than 60 years, vision and generosity has guided the work of the foundation and in turn benefited cooperative members and communities. Formed by cooperative leaders in 1945, The Cooperative Foundation received much of its financial assets through the vision and generosity of St. Paul architect Thomas Ellerbe Sr. and his family. That endowment and contributions from cooperative benefactors continues to support the work of the foundation. Through its mission to expand and enhance cooperatives through research, teaching, extension, innovation, and development, The Cooperative Foundation remains a vital part of the past and future of cooperation in the United States. For information about funding priorities and the competitive grant making process, visit the Foundation's website: www.thecooperativefoundation.org.

- A copy of The Cooperative Foundation logo is available at www.thecooperativefoundation.org.
- Please put The Cooperative Foundation on your PR mailing list. We appreciate receiving copies of news releases and newsletter articles mentioning The Cooperative Foundation as well as any newspaper articles mentioning you have received funding from us. Please send copies to:

The Cooperative Foundation
Attention: Karyn Morell
CliftonLarsonAllen
8215 Greenway Blvd., Suite 600
Middleton WI 53562
USA
info@thecooperativefoundation.org

Articles and information

As a condition of this grant, you may be asked to write an article about the project for a publication of The Cooperative Foundation or other cooperative publications.



Reporting

Grant recipients are required to submit report upon completion of the program or project. Reporting will include achievement of program objectives and accounting of funds expended. The report should be submitted by email to info@thecooperativefoundation.org within 30 days of completion of the program/project. The report must be submitted to be considered for future grants.

Use of and accounting for funds

The funds provided by The Cooperative Foundation grant may be used only for the program activities described in your grant request. Grant funds, as well as any interest earned on the funds, may not be expended for any other purpose without The Cooperative Foundation's prior approval in writing. Any funds not expended within the period stated in your program request, and any funds and interest not used for the purpose of this grant, must be returned to The Cooperative Foundation.

The Cooperative Foundation does not pay indirect costs on projects funded or contracted by the Foundation.

By accepting the funds, you agree to show the funds separately on your books for ease of reference and verification. Records of receipts and expenditures under the grant, as well as copies of reports submitted to the Foundation, must be kept for at least four years following completion of such receipts and expenditures. Your books and records will be made available for the Foundation's inspection at reasonable times. The Foundation will include information on this grant in its periodic public reports. Further, you agree not to use any of the funds:

- 1.To carry on propaganda, or otherwise to attempt to influence legislation (within the meaning of Internal Revenue Code Section 4945(d)(1)),
- 2.To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Code Section 4945(d)(2)),
- 3.To make any grant which does not comply with the requirements of Section 4945(d)(3) or (4), or
- 4.To undertake any activity for any purpose other than one specified in Section 170(c)(2)(B).

If this letter correctly sets forth your understanding of the arrangements made regarding this grant, please have an officer, director, or trustee of your organization countersign and return the enclosed copy of this letter. The Foundation will make grant funds available after receipt by the Foundation of a countersigned copy of this letter. The funds may be paid in installments as determined by the circumstances of the grant.

If you have questions regarding program funding, evaluations, or need assistance or guidance on



your cooperative education efforts, don't hesitate to contact Leslie Mead at (202)383-5456 or email at info@thecooperativefoundation.org .

Sincerely,

Leslie Mead
President

The terms of the grant to _____ in the amount of \$ _____
for _____ are understood and accepted.

_____ hereby accepts the conditions set forth in this letter and
agrees to them.

By _____

Name

Its _____

Title

Date _____

Address _____
