



## Grant Agreement

**Grant ID: #** \_\_\_\_\_

**Grant Program: Community (2026 Spring Cycle)**

**Grantee Name:** \_\_\_\_\_

**Date:**

This Grant Agreement, dated as of the date set forth above, by and between the New Hanover Community Endowment, Inc. (the "Endowment") and the above referenced organization ("Grantee"), in connection with the Endowment's award ("Grant") of grant funds (the "Grant Funds") to Grantee.

For good and valuable consideration, Grantee agrees to the following terms and conditions applicable to the Grant:

1. To use the Grant Funds only for the designated program, service, initiative or project described in Grantee's Grant application to the Endowment and identified in the attached Impact Report template (the "Project"), and not for any other purpose without the Endowment's prior written approval.
2. To submit to the Endowment, no later than January 29, 2027, a Final Report in the form attached here to as Appendix A. The completion and delivery of the Final Report shall serve as Grantee's Plan of Accountability.
3. To notify the Endowment immediately of any change in (a) Grantee's legal or tax status, (b) Grantee's executive or key staff responsible for achieving the Grant purposes, and (c) Grantee's ability to expend the Grant Funds for the intended purpose.
4. To use the Grant Funds only for the benefit of individuals in New Hanover County.
5. To maintain books and records to adequately demonstrate that the Grant Funds have been used for the purpose for which the Grant was made, and to maintain records of expenditures adequate to identify the purposes for which, and the manner in which, the Grant Funds have been expended.
6. To give the Endowment reasonable access to Grantee's files and records for the purpose of making such financial audits, verifications, and inquiries as the Endowment deems necessary concerning the Grant, and to maintain such files and records for a period of at least four years after completion or termination of the Project.
7. To return to the Endowment any unexpended funds or any portion of the Grant Funds that are not used for the purposes specified herein.
8. To acknowledge the Grant by announcing the Grant via press release or on Grantee's social media (see the Endowment's Media Kit for model language) and by including the Endowment's name and logo as a funder on Grantee's website (if Grantee has a website) with a link to the Endowment's website. Grantee shall provide a copy of any press release to the Endowment when sent to the media. Grantee shall also acknowledge funding by the Endowment in an appropriate manner in publications, presentations, recordings, and other media informing the public about the Grant; in newsletters, brochures, annual reports, and donor participation lists; and at activities, events, and properties of Grantee. For purposes of complying with this paragraph, the Endowment authorizes the use of the Endowment's name, logo,

website links, or trademarks by Grantee. For assistance with publicity, please contact the Endowment at [communications@theendowment.org](mailto:communications@theendowment.org).

9. To allow the Endowment to include information about the Grant and Grantee in the Endowment's publications, including but not limited to, periodic public reports, newsletters, news releases, social medial postings, and on the Endowment's website. This includes, but is not limited to, the amount and purpose of the Grant, any photographs provided by the Grantee, the Grantee's logo or trademark, and other information and materials about the Grantee and its activities.
10. To comply with all applicable federal, state, and local laws and regulations. Intentional misuse of funds can be subject to civil and/or criminal penalties.

The Endowment reserves the right to discontinue, modify, or withhold any payments in connection with the award of this Grant or to require a total or partial refund of any Grant Funds if, in the Endowment's sole discretion, such action is necessary: (a) because the Grantee has not fully complied with the terms and conditions of this Grant; (b) to protect the purpose and objectives of the Grant or any other charitable activities of the Endowment; or (c) to comply with the requirements of any law, regulation, or condition applicable to the Grantee, the Endowment, or this Grant.

**[Grantee / Organization]**

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Name:

Title:

**New Hanover Community Endowment, Inc.**

**[signature stamp]**

## Appendix A

### New Hanover Community Endowment Plan of Accountability and Final Report Template

#### Spring Cycle – 2026 Community Grants

**Organization Name:**

[Insert name of the organization receiving the grant]

**Grant Amount Awarded:**

[Insert total amount granted]

**Grant Term:** All funds must be spent by December 29, 2026, or returned to the Endowment. This Final Report is due to the Endowment no later than January 29, 2027.

#### 1. Project Overview and Use of Funds

Please describe the project that was supported with Community Grant funding and how the funds were used. In your response, address the following:

- **Community Need Addressed**  
[What need did this project respond to?]
- **Activities Supported**  
[What specific activities, services, or programs were carried out using the grant funds?]
- **Population Served**  
[Who benefited from this project? (Beneficiaries must be located within New Hanover County.)]
- **Use of Funds**  
[Insert breakdown of use of funds]

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#### 2. Outcomes and Impact

Please describe the impact your Endowment grant had on your organization and your constituents. How did the grant help you achieve your mission or objectives? To what end was this work undertaken?

- What outcomes or benefits resulted from the project?
- How did this grant increase or strengthen your organization's impact? (e.g., expanded services, improved quality, increased reach, new capacity)?
- Include any available quantitative or qualitative results (e.g., numbers served, services delivered, milestones achieved).

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#### 3. Grant Budget

Please account for all Endowment funds received from the Community Grant by completing the grant budget template below.

**Note:** Actual totals submitted in the final report should reflect only the amount awarded by the Endowment through this Community Grant.

Category	Budget Total	Actual Total
Personnel: Salaries, wages, benefits, payroll, taxes, etc.		
Operating: General operating and administrative expenses (e.g., supplies, etc.).		
Program Expenses: Expenses directly related to grant funded program.		
Professional Services: Legal, accounting, contractor, etc.		
Capital Expenditures: Property, vehicle, equipment, computers, etc.		
5 Custom Fields		

#### **Additional Comments (Optional):**

Please share any additional information or stories that illustrate the impact of your Endowment grant on your work.

#### **Feedback (Optional):**

We'd love to hear your thoughts on our grant process. What worked well, and how can we improve for future rounds?

**Thank you for your partnership and the work you do!**

#### **Additional Provisions**

##### **Grant Fund Transfer Method:**

Grant Funds will be transferred from the Endowment to Grantee via ACH. Any changes in Grantee's account information that may impact the transfer of Grant Funds must be shared with the Endowment promptly and is the responsibility of Grantee to communicate.

##### **Final Report Submission:**

Grantee's Final Report must be submitted through [the Grantee Portal](#) and will be kept on file by the Endowment in accordance with the Endowment's record retention policy.

##### **Extensions:**

No extensions will be approved. Grant Funds must be spent by December 29, 2026 or else be returned to the Endowment.

##### **Other Terms and Conditions:**

Procurement: All goods or services acquired using Grant Funds must be reasonably necessary to implement the Project. Grantee shall use reasonable efforts to procure goods and services from local businesses in New Hanover County, small businesses, minority-owned firms, veteran-owned firms, and women's business enterprises.

Conflict of interest: In connection with the Project, no employee, officer, director, volunteer, or agent of Grantee shall engage in any activity that involves a conflict of interest or that would appear to a reasonable person to involve a conflict of interest.

Non-discrimination: Grantee shall not discriminate by reason of age, race, ethnicity, religion, color, sex, parental status, national origin, genetic information, political affiliation, protected veteran status, disability, or any other legally protected status, in connection with the Project.

SAMPLE