

**Tree Research & Education Endowment Fund (TREE Fund)**  
**Grant Conditions and Agreement**  
**Education Grants**

Grant #: \_\_\_\_\_

The following terms and conditions govern the payment and use of any funds granted by the Tree Research & Education Endowment Fund, hereafter the "TREE Fund."

**Use of Funds:** The funds provided pursuant to this grant and any income earned thereon may be spent only in accordance with the provisions of your funding request and budget as submitted to the TREE Fund and as outlined in the grant award letter. Any variation in the project or budget must be submitted to and approved in writing by the TREE Fund.

No funds provided by the TREE Fund may be used for any political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study and research. Any grant funds or income earned thereon not expended for defined purposes of the grant must be returned to the TREE Fund.

**Fiscal Responsibility:** (*University or Institution*) is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

**Reporting Requirements:** (*University or Institution*) will indicate its acceptance of the grant's terms and conditions by returning a signed copy of this agreement to the TREE Fund, along with an Executive Summary of the project in layman's terms. (*University or Institution*) will furnish the TREE Fund with a final report, including a fair and complete financial statement reflecting the original budget submitted with your proposal and actual expenditures, and a narrative that describes the program progress based upon the goals and objectives in the original proposal. The final report must supply sufficient information for the TREE Fund to determine that the grant was used for the purposes intended and for the TREE Fund to fulfill its own public reporting requirements.

**Final Report due: Date**

**Liability:** Each party to this Agreement shall be solely responsible for any and all actions, suits, damages, liability or other proceedings brought against it as a result of any alleged negligence, misconduct, error or omission of any of its officers, agents or employees engaged in this Agreement's defined scope of work, and each shall continue to enjoy all rights, claims and defenses available to it under law.

**Publicity:** The TREE Fund is a public 501(c)3 trust tasked by law not only with funding scientific research, but also disseminating its results. Widespread publicity for grants issued by the TREE Fund has direct positive impact on all initiatives designed to secure funding for future research and education projects. (*University or Institution*) agrees to credit the TREE Fund at conference presentations, in press releases, programs, announcements, feature stories, and print materials produced in conjunction with this grant. A TREE Fund slide is provided with this agreement to support consistent distribution of the trust's mark.

**ACCEPTANCE**

This Agreement is considered to include all supporting documentation provided with the grant application, as well as any supplemental information contained in the transmittal email. Initial payment on this grant will be made after receipt of all items documented above. *(University or Institution)* must notify the TREE Fund immediately should there be any change in or challenge to the organization's tax status.

For: *(University or Institution)*

TREE Fund

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
J. Eric Smith, President and CEO

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date