

Tree Research & Education Endowment Fund (TREE Fund)
Sample Grant Agreement
Education Grants

Grant #: *(To Be Determined)*

Scope of Agreement: By its signature on page two of this agreement, *(University or Institution)* accepts grant # *(to be determined)*'s terms and conditions, which govern the payment and use of any funds granted by the Tree Research and Education Endowment Fund, hereafter the "TREE Fund." This agreement is considered to include the initial request for proposals, the supporting documentation provided with the grant application, and any supplemental information contained in the award notification document accompanying this agreement. *(University or Institution)* is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices. *(University or Institution)* must notify the TREE Fund immediately should there be any change in or challenge to the organization's tax status.

Use of Funds: Funds provided by this grant and any income earned thereon may be spent only in accordance with the original grant request and budget as submitted to the TREE Fund, unless amended by this agreement. Any variation in the project or budget must be submitted to and approved in writing by the TREE Fund in advance of changes being implemented. 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.

Reporting Requirements: The Executed Agreement must be uploaded via TREE Fund's online portal at *(to be determined)* within two weeks of grant award notification. Upon completion of the project, a final report must be uploaded to the same portal, to include a financial statement comparing the original budget to actual expenditures, a narrative that describes the program progress based upon the goals and objectives in the original proposal, and at least two high resolution photos suitable for publication. 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. A template for a compliant final report may be viewed at *(to be determined)*.

Payment Terms: Full payment in the amount of *(to be determined)* will be sent upon receipt of an executed copy of this agreement and related documents, indicating that the institution receiving the funds accepts the terms and conditions of this grant.

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

For: *(University or Institution)*

TREE Fund

Print or Type Name

J. Eric Smith, President and CEO

Title

Date

Signature

Date