

**The  
SAMUEL N.  
and  
MARY CASTLE  
FOUNDATION**  
and the  
Henry & Dorothy Castle  
Memorial Fund

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**TRUSTEES**  
Randy Moore, President  
James C. McIntosh, Vice President  
Cynthia B. Quisenberry, Secretary

Alfred L. Castle  
Executive Director, Treasurer

### **GRANT TERMS AND CONDITIONS AGREEMENT**

Date Authorized: December 08, 2009  
Grantee Organization: Signia Pre-School  
Contact Person: John Smith, Director  
Grant Purpose: Renovation of Classrooms  
Amount Requested: \$10,000  
Amount Granted: \$10,000  
Grant Period: 12 months from receipt of check  
Final Report Due: 12 months from receipt of check  
(or progress report stipulating when final report will be sent)

- The grant is to be used only for the purpose specified above and is awarded subject to the conditions set forth in this agreement. Any deviation from the purpose or conditions must be approved by the Directors of the Samuel N. & Mary Castle Foundation, before the funds are expended, other than for the purpose or under the conditions set forth above.
- The grantee organization will return to the Foundation prior to the end of the grant period any unexpended funds; or all funds, if the organization has not performed in accordance with this agreement; or all funds if the organization should lose its "public charity" status under Section 501(c)(3) of the Internal Revenue Code.
- Annually, and/or upon completion of the project/program(s), but no later than one calendar year following the receipt of the grant check, the grantee organization will submit to the Foundation: a financial report detailing the project/program(s) actual revenues and expenditures, and an applicable narrative and quantitative project/program report including the goals or outcomes achieved as anticipated in the grant proposal. A guideline for evaluation is enclosed. If the project is not completed in 12 months, a progress report is required. Additional time for the final report may be given by the Executive Director after review of the project report.
- The grantee organization is responsible for the expenditure of granted funds and for maintaining adequate supporting records, which should show the expenditures were made according to the stated grant purpose and conditions. In addition, the Foundation reserves the right to follow up the grant award with evaluation site visits, requests for interim narrative and financial reports, and requests for other progress reports regarding the development of the project/program(s).

AGREED AND ACCEPTED:

\_\_\_\_\_  
Chief Executive Officer, Head of School or Executive Director

\_\_\_\_\_  
Board Chair

Date \_\_\_\_\_

Date \_\_\_\_\_