**MEMORANDUM OF AGREEMENT**

**Historic Bath Foundation Small Grants Program**

*Funding:*

Beginning with applications received in 2015, the Foundation is allowing applicants to request **during the application process** 50% funding disbursement at the time of the signing of the Memorandum of Agreement. The remaining funding will be disbursed when the grant project is complete and the final report approved.

*Reporting Standards:*

Final reports on the project are due at the end of 13 months from Grant receipt.

If a project extends beyond the normal twelve month completion period, a progress report will be required at the end of 12 months.

If Grant recipient is unable to complete project within 12 month period after Grant award, applicant must submit a written explanation and request for a six month extension.

This request must be made at least one month prior to the end of the Grant period.

Additional extensions may be requested at six month intervals at the discretion of the Executive Board/Grant Committee.

If an explanation is not provided within stated period, the board reserves the right to cancel the unused balance of the grant award.

Completion of the HISTORIC BATH FOUNDATION FINAL GRANT REPORT will be required at the end of the project. See attached.

I. SIGNATURES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Supervisor (if different from Applicant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HISTORIC BATH FOUNDATION FINAL GRANT REPORT**

**GRANT #: GRANT TITLE:**

**INDIVIDUAL OR ORGANIZATION:**

**ADDRESS:**

**CONTACT PERSON: PHONE:**

**GRANT FUNDING AWARDED BY HBF: $**

**BRIEF DESCRIPTION OF PROJECTAS OUTLINED IN THE GRANT PROPOSAL & ACTUAL ACCOMPLISHMENTS AS A RESULT OF GRANT FUNDS:**

**ATTACH: 1) A FINAL BUDGET REPORT OUTLINING EXPENDITURES WITH GRANT FUNDING AND MATCHING FUNDING/IN-KIND MATCH; AND 2) TWO (2) COPIES OF PUBLICATION (if applicable)**

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:**

**DATE:**