****

August 17 , 2022

FY 2023 Heritage Montgomery

Mini-Grant Agreement #23-\_\_\_\_

Heritage Montgomery has awarded a grant in the amount of **$\_\_\_\_\_\_\_** to **ORGANIZATION** for:

**“Project”**

A check for **$\_\_\_\_\_\_** (75% of funds awarded) will be mailed upon receipt of this signed agreement. The balance of **$\_\_\_\_**  will be mailed upon timely completion of the Final Report.

By signing this document, **Organization** agrees to:

* Complete the above program by June 30, 2022; submit final report by July 30, 2022, unless an extension has been granted.
* Carry out the program within Montgomery County, Maryland & maintain IRS 501(c)(3) status.
* Comply with all federal, state, and local laws applicable to the organization and the project.
* Contact HM by February 2, 2022 to schedule a mid-project review.
* Review project with HM before execution of the final product.
* Notify HM, in writing, to modify, cancel, or postpone the program, as soon as possible, but no later than May 6, 2022.
* Include in the Final Report Proof of all expenses listed in the budget submitted with the Mini-Grant application (including total expenses and income for projects over $5000). Grantee must provide financial documentation of all project expenditures, matching cash, and in-kind contributions utilized. Copies of invoices, receipts, cancelled checks will be needed.
* **Include the Heritage Montgomery logo and a link to the HM website on organization’s website.**

**P.O. Box 10237, Gaithersburg, MD 20898 301-515-0753 HeritageMontgomery.org**

Heritage Montgomery

FY22 Mini-Grant Agreement

Page 2

* Send HM advance notice of organization’s event’s programs for inclusion on HM website calendar.
* Participate in Heritage Days in June 2023, unless otherwise discussed with HM.
* Publicize Heritage Days as a whole, not just the specific event at organization’s site, on organization’s website, social media, etc.
* Acknowledge Heritage Montgomery, Maryland Heritage Areas Authority, and Montgomery County Government for funding the project on any product as well as on the organization’s website and in any press or publicity relating to the project(see FY20 HM Mini-Grant Guidelines).
* Failure to meet these requirements could result in future ineligibility for HM Mini-Grant funding.

Program Description: The Heritage Montgomery Mini Grant will be used for:

Mailing Address:

Phone: Email:

Contact name: Title:

Signature: Date:

page 2 of 2