



CAPACITY BUILDING GRANT 2015 AGREEMENT

The mission of Good Shepherd Food Bank is to eliminate hunger in Maine by sourcing and distributing nutritious food to people in need, building strong community partnerships, and mobilizing the public in the fight to end hunger.

The following are the terms and conditions of accepting a Capacity Building Grant from Good Shepherd Food Bank:

1. You will sign this grant agreement, keeping a copy for your records and returning a copy to Good Shepherd Food Bank. By signing this document, you are agreeing to comply with the terms of the grant agreement and report requirements as outlined.
2. You shall submit sufficient detail to Good Shepherd Food Bank's satisfaction as outlined in your award letter and/or the report requirements for this grant.
3. You shall maintain proper records and books that enable Good Shepherd Food Bank to easily determine how grant funds have been used, making these records available to Good Shepherd Food Bank at reasonable times for review and audit. In addition, you shall comply with all reasonable requests from Good Shepherd Food Bank for information and interviews regarding use of grant funds.
4. Use of funds is restricted to the specifics of your submitted grant application. Any changes to usage of funds from the original application will require prior approval from Good Shepherd Food Bank.
5. Any significant change in the program, including closure or redirection of funds, must be communicated to Good Shepherd Food Bank immediately.
6. Lack of notification to Good Shepherd Food Bank of any significant change in your grant is grounds for revocation of the grant at the discretion of Good Shepherd Food Bank.
7. You assume complete responsibility for the proper care and maintenance of any equipment purchased with Capacity Building Grant funds. Service calls, warranty issues, and regular maintenance are the sole responsibility of the awardee. Good Shepherd Food Bank will not replace or repair broken or faulty items purchased with Capacity Building Grant funds.
8. You will adhere to any restrictions and requirements laid out in your award letter.

When signing below I fully understand and agree to comply with the above conditions and requirements of accepting this grant from Good Shepherd Food Bank.

Partner Agency Name: _____

Primary Contact Signature: _____ Date: _____

Primary Contact Name (Printed) and Title: _____

Fiscal Sponsor Director's Signature: _____ Date: _____

Fiscal Sponsor Director's Name (Printed): _____