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***“People Investing in People”***

## AGREEMENT TO THE TERMS OF THE GRANT

**We**, all the members of the \_\_\_\_\_ (Name of the Group) \_\_\_\_\_ understand the terms of the grant and agree to use the funds approved by the Presbyterian Committee on the Self-Development of People (SDOP) as stated in the funding letter.

**We**, all the members of the \_\_\_\_\_ (Name of the Group) \_\_\_\_\_ agree to submit three (3) quarterly progress reports and one (1) final progress report. Any project and/or budget change needs to be submitted in writing for Task Force approval. We understand that failure to submit a progress report could result in our grant being rescinded.

**We**, all the members of the \_\_\_\_\_ (Name of the Group) \_\_\_\_\_ will notify the SDOP office in writing if additional time is required to complete the reports. (Delays in submitting the required documents or the progress reports will affect the payment schedule) and may result in the grant being rescinded.

**We**, all the members of the \_\_\_\_\_ (Name of the Group) \_\_\_\_\_ understand these reports, pictures and articles will be used to evaluate our partnership and to interpret it to the Presbyterian Church members.

*Payments are processed when required documents are received or quarterly progress reports are received. Payments take 15-20 business days to be processed. The group will be notified in writing of the due dates for reports when the initial payment is released and upon receipt of requested reports and release of subsequent payments.*

***Half of the final payment will be held until the final progress report is received. If the final progress report isn't received within 3 months the remainder of the grant will be rescinded.***

*Each progress report must consist of: 1) a narrative report, 2) an evaluation report, 3) a financial report (must include a detailed expenditure budget on how previous payment was spent as approved by the National Committee (please refer to the award letter)).*

*Projects are asked to include in the report clear action pictures (with credits) and published articles (remember to mention SDOP in the articles). SDOP will use the pictures and articles to promote our partnership in promotional materials and social media.*

### **Check**

**All members listed on the application's decision makers (governing board) form have read, understand the conditions of this grant agreement and are signing this agreement:**

*Note: **Changes** in contact information should be submitted to our office in writing (address, email, phone, contact person name, etc.). Return this page signed by all the members of the decision makers (governing board), together with the complete bank information on the bank's letterhead, the names of the two signatures required to draw money from the account, and a W-9 form. Complete the decision makers (governing board) form if your decision makers (governing board) have changed.*

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**Keep a copy of this page for your records**

**CN0515**