



[Date]

[Organization Contact]

[Organization]

[Address]

[Address]

Dear [Contact],

On behalf of the bi3 Fund's board of directors, I am pleased to award a [Amount] grant to your organization. Congratulations! We are excited to have you as a partner as we work together to advance health equity in our community. bi3 is invested in your success and is committed to providing additional support, as needed, beyond the grant funding. This grant's terms and purpose are outlined below:

Project Title:

Grant Purpose:

Term of Agreement:

By accepting payment for this grant, you agree and consent to the following conditions of the grant:

- (1) Grantee partner must expend the grant for the charitable, scientific, literary, or educational purposes stated above and to achieve the objectives as outlined in the proposal. Please contact your bi3 contact if circumstances require a substantial deviation from the purposes described above so that bi3 may discuss such modifications with you. Grantee Partner shall repay to bi3 any portion of the amount granted that is not used for the purposes of the grant.
- (2) Grantee partner agrees to notify bi3 immediately of any changes in the ability to execute the grant and use of grant funds for the stated purpose of the grant including any change in tax-exempt status or significant changes in leadership.
- (3) Grantee partner takes responsibility that none of the funds contributed, whether through a sub-grant or otherwise will be used in contravention of the requirements of Internal Revenue Code Section 501(c)(3).
- (4) Grantee partner will not intervene in any election or support or oppose any political party or candidate for public office, or engage in any lobbying not permitted by section 501(c)(3) of the IRC, or, if applicable, IRC 501§§(h) and 4911. This grant is not in any way earmarked to support or carry on any lobbying activity.

(5) Reporting requirements: *[bi3 to select from below]*

- (a) There are no reporting requirements for this grant.
- (b) Grantee partner will \_\_\_\_ (submit photographs of events, complete survey, etc.)
- (c) Reporting requirements and cadence for this grant will be co-created and agreed to by the Grantee partner and bi3 staff as part of the onboarding process and will be documented and shared at that time.

Communication about your organization's work can be a key tool in furthering an organization's mission. The bi3 Fund is proud to promote its funded partnerships and collaborations and believes sharing news with the community can mutually benefit both organizations, though there is no mandate for organizations to communicate their grants externally. More information on external grant communications, including process for initial grant announcements, can be found [here](#).

Please contact me at *[email of program staff]* should any questions arise.

Sincerely,