



**VIRGINIA OUTDOORS FOUNDATION  
GET OUTDOORS (GO) FUND  
GRANT AGREEMENT**

**Grant Recipient:**

**Project Title:**

**Approval Date:**

**Project Number:**

**Project Period:**

**Project Description:**

**Location:**

**Grant Amount:**

The organization, in consideration of the grant funds in the amount of [GRANT AMOUNT] being provided to it pursuant to this agreement by VOF, agrees to comply to the following terms and conditions:

**GRANT POLICIES**

**Scope of Work**

1. The following deliverables are included in the grant agreement and are expected to be completed within the grant lifespan:
  - 
  - 
  - 
  -
2. Any variance from the listed scope of work and deliverables must be approved by VOF.

**Schedule**

3. All components listed above must be completed by [DATE].

**Reporting**

4. Progress reports are required throughout the lifespan of the grant. Reports should be submitted at the time that funding/reimbursement is requested or every six months following the signing of the grant agreement. Reports should be submitted through the VOF standardized process. Additionally, a final report is due upon completion of the project. Pictures should be included if appropriate.

**Funding**

5. Grant funds distributed shall not exceed eligible documented costs incurred, not to exceed the total grant amount of [GRANT AMOUNT].

- Funding may be disbursed as progress is made. While reimbursement of expenses is preferred, up to \$5,000 may be provided at the start of a project.

**Initial funds requested? (yes/no)** \_\_\_\_\_ **Amount (\$5,000 max):** \_\_\_\_\_

Use the space below to provide a short explanation of the planned use of advance funds:

- While invoices may be submitted before they have been paid, VOF will issue the payment to the grant recipient, not directly to a vendor.
- Reimbursement will be made based on verified eligible expenditures. Materials to be submitted to support expense reports may include bills of sale, copies of invoices, contracts, canceled checks, etc. Include pictures to support reimbursement requests.
- Funding for staff must be documented by staff time and hourly rates, as well as a description of what work was completed.
- The general budget is a guide for expenditure. Funds from any item category may be reallocated toward other deliverables in the grant agreement **if there is no impact to the scope of work**. The grant recipient should inform VOF regarding line-item changes greater than 10% of the total award.

#### **Media and Publicity**

- The grant recipient will release information to the media informing the community of the grant award to the project and acknowledging that it has received funding from VOF.
- All press releases and other printed materials and publications, audiovisuals, and signs pertaining to the project should reference the Virginia Outdoors Foundation or include the VOF logo. VOF staff is available to assist with drafting and distributing press releases by request. Please contact Jason McGarvey, communications manager, at [jmgarvey@vof.org](mailto:jmgarvey@vof.org) to coordinate.
- VOF requests each project site be marked with a VOF sign, to be provided at no cost.
- All material submitted as support or documentation of project progress, such as photographs, may be used by VOF to promote the grant program. Any VOF publications will cite the source of the reprinted material. These records will also be deemed public records and subject to Virginia's Freedom of Information Act; however, copyright holders will retain their copyrights.

#### **Contract Authority**

- Modification of this Agreement must be in writing and signed by both parties.
- The interpretation and performance of this Agreement shall be in accordance with the laws of the Commonwealth of Virginia. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, the remaining provisions shall not be affected thereby.

17. The organization shall hold the Commonwealth of Virginia harmless from all legal liability under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended, 42 U.S.C. §§ 9601 et seq., together with any other federal, state or local law or ordinance related to hazardous substances or hazardous waste.
18. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors.
19. The individuals executing this Agreement on behalf of VOF and this organization possess all necessary power and authority to bind the parties hereto and, upon execution, this Agreement shall constitute a legal and valid obligation.

**Termination**

20. VOF reserves the right to reclaim grant funds or to nullify the grant agreement if recipient fails to meet deadlines, provide required documentation, or produce listed deliverables. Specifically, if no significant progress has been made after the first year of the contract, the grant agreement may be nullified, and funds reassigned.

In witness whereof, the parties hereto have executed this contractual agreement as of the dates entered below.

**Virginia Outdoors Foundation**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Martha Little, Deputy Director

**Grant Recipient, Organization:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

[Signature]

Please print name here: \_\_\_\_\_

Title: \_\_\_\_\_