

## SCHEDULE A - 2020 COVID-19 Immediate Human Relief Fund

1. **Expenditure of Grant Funds:** This grant is to be expended only for the purpose stated in the Budget Form as set forth by the Grantee in the **2020 COVID-19 Immediate Human Relief Fund**.
2. Grant Application. Modification of purpose or program for which this Grant is made is permitted only with ECGRA's prior written approval. ***Should any Grantee fail to expend awarded funds as stated in the application within the stated grant period from the date of the award, ECGRA reserves the right to reconsider the award and require that such funds be returned, until such time as the agency is able to fulfill the obligations agreed to in the grant contract.***  
***Misappropriating grant awards is cause for declination of future funding requests. However, ECGRA will take extenuating circumstances into account on a case-by-case basis, as deemed appropriate by the Board of Directors.***
3. **Execution of Grant Agreement:** The Grantee shall fully execute the online Grant Agreement Letter within fifteen (15) calendar days of the Grant Award, or the award will be immediately rescinded without notice to the Grantee.
4. **Responsibility and Records:** Grantee is responsible for the proper expenditure of funds for the purpose of the Grant. Grantee shall maintain adequate supporting records, consistent with generally accepted accounting practices, to substantiate expenditures of the Grant only for such purpose.
5. **Change of Staff:** The Grantee Agency Board of Directors is responsible for seeing that all grant requirements are followed, regardless of any personnel turnover.
6. **Reversion of Grant Funds:** Grantee will return to or reimburse ECGRA for any portion of the Grant not spent in accordance with the terms of the Grant, and in any event Grantee shall return to ECGRA any unexpended portion of the Grant remaining at the close of the Grant period. Unexpended funds shall also be promptly returned if Grantee loses its exemption from federal income taxation under section 501(c)(3), formerly 101(6), of the Internal Revenue Code.
7. **Closeout Report to ECGRA:** Grantee will furnish ECGRA with an online closeout report regarding the use of the Grant in accordance with the Grantee's approved budget **no later than January 31, 2021.**
8. **Limit of Commitment:** This Grant is made with the understanding that ECGRA has no obligation to provide other or continuing support beyond the Grant period for the program or purpose contemplated by this Grant, nor is any implication to be drawn that the Evaluation Committee of ECGRA will look with favor upon a subvention for such program or purpose.
9. **Indemnification:** The Grantee, its staff, officers, officials, and directors and their successors and assigns, hereby agree to indemnify and hold harmless ECGRA, its Board of Directors, staff, officers and officials (the "Releasees") from any and all claims, lawsuits or other liability, including, but not limited to claims for personal injury or death or property damage, arising out of or related to this Grant award or anything arising out of or related to this Grant award, whether such claim is alleged by the Grantee or a third party. The Grantee agrees to indemnify and hold harmless the Releasees whether or not an injured party alleges and proves that the loss is attributable in whole or part to this Grant award or anything arising out of or related to this Grant award. Said indemnity shall hold the Releasees harmless from any and all suits, costs, expenses of defense, including attorney fees, judgments and costs, even if it is alleged that the Releasees were actively or passively negligent.
10. **Recognizing ECGRA:** We are pleased to be able to award a Grant to your organization. Your Grant has been made possible because of funding decisions made by the ECGRA Board of Directors. The Board of Directors strongly encourages your organization to get maximum value from ECGRA's support by publicizing your partnership with ECGRA through the use of the online marketing and PR resources at [ecgra.org/branding](http://ecgra.org/branding), which include the following:
  - ECGRA logos and widgets with instructions for use
  - "ECGRA Grant Money Works Here" brand guidelines
  - Print and web ads and samples
  - Sample social media posts
  - Suggested article themes

Please email, send by regular mail, or fax a copy or link of any news or internet media reports related to the enclosed Grant or any such published materials issued by your organization to the attention of Grants Manager Tom Maggio: [tmaggio@ecgra.org](mailto:tmaggio@ecgra.org); 5340 Fryling Road, Suite 201; Erie, PA 16510; Phone: 814-897-2694; Fax: 814-897-2691.