



Funding Agreement

Dear **[Project Signatory]**,

[Date]

We are pleased to inform you that your project has been selected by the University of California, Santa Barbara Associated Students IVCRC to receive funding. This is in keeping with the Isla Vista Community Relations Committee’s mission to provide fun, educational, and inspiring experiences for Isla Vista residents and to bring the Isla Vista community closer together.

Standard terms for all IVCRC grants and grant recipients are listed below. If you accept the terms and funding, initial next to each section to indicate you have read and agree to the points listed and sign at the bottom of the document. Return the signed document via email to **ivcrc.as.ucsb@gmail.com**. Grant checks will not be processed until this agreement is received and fully signed.

1. Grant Terms

Project Name	[Project Name]
Amount Funded	[Amount Funded]
Budget Breakdown	[Budget Breakdown, allow space for 2 lines of text]

2. Board Comments and Stipulations on Decision

[Feedback, enough space for several lines of text]

3. Important Dates

[Start Date]	Project start date. Funds may only be spent after this time <i>and</i> after this agreement is signed and returned to IVCRC.
[FR Date]	Expected end of grant and [Follow-up Report] due. See details below.

Funding must be used only to complete the project outlined in the original application. Desired or necessary changes in project scope or goals should be submitted to IVCRC for approval before funds are spent. See the following pages for details on flexibility and limitations of expenditures. **Violation of these terms may result in IVCRC ceasing future funding to the Project Leader and/or sponsoring organization, and/or may necessitate the return of funds already granted.**

Direct all questions, updates, and general communications, both about this agreement and about the project as a whole, to **ivcrc.as.ucsb@gmail.com**.

4. Terms

_____ Responsibilities of the Project Leader and Sponsoring Organization

(initial)

- The individual specified as Project Leader, along with their respective sponsoring organization, is responsible for all activities related to the approved project, including:
 - Submitting requested documentation in a timely manner.
 - Notifying IVCRC of any changes in the project scope or direction, and requesting guidance as needed.
 - Contacting IVCRC with any questions or concerns, and/or responding to questions or comments from IVCRC as needed.
- The sponsoring organization or department, in coordination with the Project Leader, is responsible for hiring, employing, and, if needed, disciplining any individuals involved with the funded project.
- The sponsoring organization is responsible for ensuring that relevant employment laws and policies are followed and that all wages, stipends, benefits and taxes are paid and reported as required.
- Neither the Project Leader nor the sponsoring organization will be held responsible for delays due to pandemic, political insurrection, wildfire, labor strike, or other incidents outside of the Project Leader's control. If such an incident occurs, IVCRC and the Project Leader will work together to determine a mutually acceptable path forward.

_____ Allocation and Use of Funding
(initial)

- Funds may not be used to participate or intervene in any political campaign on behalf of or against any candidate for public office or to carry on, directly or indirectly, any voter registration drive, unless the voter registration drive meets the requirements of Section 4945(f) of the Internal Revenue Code.
- Funds are not earmarked for any attempt to influence legislation. Any use of grant funds by your organization for such activities constitutes a decision of yours that is wholly independent of IVCRC.
- IVCRC uses the budget submitted with the funding proposal to determine its funding approvals, but understands that project needs and expenses change between planning and implementation. When possible, we approve funds in broad categories to allow flexibility, though funds must be spent only within the approved project.
- Funds designated for a particular use (for example, “wages and/or stipends for UCSB students”) may only be spent on the specified expense. Funds allocated towards general project expenses may be used for any allowable expense within the project, including on expenses for which other funding is explicitly designated, and/or allowable expenses not anticipated at the time of the original proposal.
- If the Project Leader would like to use funds explicitly specified for one expense on another project expense, they must contact **ivcrc.as.ucsb@gmail.com** and seek Board approval before spending the funds. Please be aware that IVCRC does not meet during the first week of the quarter, dead week, finals week, holidays, or summer break, and approval for requests received during these times may be significantly delayed.

_____ Documentation and Reporting of Progress and Expenditures
(initial)

- The Project Leader may request a Funding Extension once during the project to delay the project end date. IVCRC staff will review the request and grant an extension if deemed appropriate.
- When the project is completed, IVCRC staff will provide the Project Leader with a Follow-up Report form. IVCRC staff will also discuss options and requirements for any remaining funds at this time.
- All projects must complete the Follow-up Report form within 7 days of receipt from IVCRC staff. The Follow-up Report must include invoices, receipts, or other documentation for all funded expenditures.
- The Project Leader and/or sponsoring organization must retain all records related to this award, and must make such records available for review by IVCRC or its designated auditor upon reasonable notice during the grant period and for four years after completion or termination of the terms outlined in this agreement.

_____ Acknowledgement of Funding
(initial)

- All physical signage, posters, print or online articles, outreach literature or publicity related to this project or program should include mention of the “UCSB Associated Students IVCRC” as a source of funding.
- Acknowledgements of funding should include a IVCRC logo when possible. Various high-resolution logos can be obtained online at **ivcrc.as.ucsb.edu**.
- IVCRC retains the right to publicize information regarding this award, including the Project Leader’s name and/or organization, the amount funded, and the purpose of the funding, on its website, annual report, or other outreach or promotional material.
- Neither IVCRC nor the funding recipient may use the other party’s name or logo to imply participation in or endorsement of any activity beyond what is approved in this agreement.

5. Signatures

I, **[Project Signatory]**, have read the above letter and guidelines for IVCRC supported projects and agree to the terms set forth by UCSB Associated Students and the IVCRC Board of Directors.

Signed: _____ Date: _____
(Project Signatory)

The request outlined in this agreement, as well as all related and supporting documentation, has been reviewed and approved by IVCRC for funding as specified.

Signed: _____ Date: _____
(IVCRC Advisor)

Signed: _____ Date: _____
(Associated Students Executive Director — will be signed upon completion)