

BLUE CROSS AND BLUE SHIELD OF MICHIGAN FOUNDATION

Community Health Matching Program

Terms and Conditions of Grant

To induce the Blue Cross and Blue Shield of Michigan Foundation, herein known as the BCBSM Foundation, to make the grant requested, the grantee accepts and agrees to comply with the following conditions, in the event that such grant is awarded.

1. PURPOSE AND ADMINISTRATION.

The grant shall be used exclusively for the purposes specified in the grantee's request for funding, dated _____. In the event that the funds are not used for these purposes within the time specified in the grantee's proposal or within any approved extension of said time period, the unspent funds shall be returned to the BCBSM Foundation.

The grantee will directly administer the project or program being supported by the grant and agrees that no grant funds shall be disbursed to any organization or entity, whether or not formed by the grantee, other than as specifically set forth in the grant proposal referred to above.

No part of the grant shall be used for a grant contract or subcontract to another person or organization without prior written approval of the Executive Director of the Blue Cross and Blue Shield of Michigan Foundation.

2. BUDGET.

Expenditures of the grant funds must adhere to the specific line items in the grantee's approved grant budget. Transfers among line items (increases and decreases) must be requested on the Request for Budget Adjustment Form, and approved by the BCBSM Foundation's Executive Director.

3. ACCOUNTING AND AUDIT.

A systematic record on a fund-accounting basis shall be kept by the grantee of the receipt and disbursement of funds and expenditures incurred under the terms of the grant, and the substantiating documents, such as bills, invoices, canceled checks, receipts, etc., shall be retained in the grantee's files for a period of not less than four (4) years after expiration of the grant period. The grantee agrees to promptly furnish the BCBSM Foundation with copies of such documents upon the Foundation's request, and without charge to the Foundation.

The BCBSM Foundation, at its expense, may audit or have audited the records of the grantee insofar as they relate to the disposition of funds granted by the Foundation, and the grantee shall provide all necessary assistance in connection therewith without charge to the Foundation. Randomly selected projects may be selected for routine audit without cause.

4. REPORTS.

Narrative and financial reports shall be furnished by the grantee to the Foundation midway and upon completion or termination of the grant. Such reports shall be furnished to the Foundation within 30 days after the midway point and close of the grant. The narrative progress report due

at the midway point should briefly summarize the objective of the project, describe grant-related activities to date, including: the progress made by the grantee towards achieving the grant's objectives, and any problems or obstacles encountered including the strategy used to address the problem(s).

The narrative final report shall be presented to the BCBSM Foundation within 30 days of the end of the grant period unless an extension is granted. The report should be suitable for sharing with other non-profit organizations for possible program replication. Specifically, it should describe the initial need, the intervention, any problems experienced during the course of the grant, the results of the evaluation and an analysis as to whether the program should be replicated and why. If the grantee intends on publishing the results of the project, a copy of the manuscript prepared for publication may be substituted as the final report.

The financial report is to be in the same format as the approved grant budget, and must show the amount budgeted for each line item, the amount expended against each line item for the current period, the total expended against each line item as of the date of the report, and the resulting balance remaining in each line. A total is to be shown for each column. If an encumbrance system is used, encumbrances are to be shown in a separate column from cash expenditures.

The BCBSM Foundation may, at its expense, monitor and conduct an evaluation of operations under the grant, which may include visits by representatives of the Foundation or its designees to observe the grantee's program procedures and operations, and to discuss the program with the grantee's personnel.

The final report shall be presented to the Foundation within 30 days of the end of the grant period.

5. PUBLIC REPORTING.

The BCBSM Foundation will report this grant, if made, in its next annual report. The grantee may be asked to review and approve a project summary briefly describing the grantee's activity which will be used by the Foundation to respond to inquiries and for other public information purposes.

In all publications, press releases, annual reports, or other announcements, grantees are required to refer to the Foundation by its full legal name: the Blue Cross and Blue Shield of Michigan Foundation.

6. ELIGIBILITY.

Blue Cross and Blue Shield of Michigan employees, members of their immediate families, and employees and immediate family members of any Blue and Cross Blue Shield of Michigan affiliate and/or subsidiary are ineligible.

7. GRANT REVERSION AND TERMINATION.

If the grant is intended to support a specific project or to provide support for a specific period of time, any portion of the grant unexpended at the completion of the project and the end of the time period and any authorized extension thereof shall be returned to the BCBSM Foundation within fifteen (15) days.

The BCBSM Foundation, at its sole option, may terminate the grant at any time if, in the Foundation's judgment, the grantee becomes unable to carry out the purposes of the grant, ceases to be an appropriate means of accomplishing the purposes of the grant, or fails to comply with any of the conditions hereof or fails to make, in the Foundation's view, satisfactory progress toward the accomplishment of project goals.

If the grant is terminated prior to the scheduled completion date, the grantee shall, upon request of the Foundation, provide to the Foundation a full accounting of the receipt and disbursement of the funds and expenditures incurred under the grant as of the effective date of termination. The grantee shall repay within thirty (30) days after written request by the Foundation all grant funds unexpended as of the effective date of termination and all grant funds expended for purposes or items allocable to the period of time subsequent to the effective date of termination. The foregoing conditions are hereby accepted and agreed to as of the date indicated.

Signature of Project Director _____ Date _____

The foregoing conditions are hereby accepted and agreed to as of the date indicated.

DATE

GRANTEE INSTITUTION

AUTHORIZED SIGNATURE OF INSTITUTIONAL OFFICIAL

TITLE OF INSTITUTIONAL OFFICIAL

DATE

SIGNATURE OF PROJECT DIRECTOR

Please complete this form and email it with your completed application to:
foundation@bcbsm.com