



Campus Compact

Ohio



## 2017-2018 Pay it Forward

### *Grant Terms and Conditions*

#### **General Grant Requirements**

- Complete requirements of grant application and funded proposal.
- Student learning will occur within a credit bearing academic course, consistent with the course goals.
- Faculty will infuse the study of philanthropy as a course-based component.
- Students will be required to volunteer at least 15 hours with a non-profit agency during the term.
- Track and report on stated objectives and progress from grant application including course, faculty, and student information, as well as community non-profit partnerships, through annual progress report submission.
- Provide a final, brief, narrative report and anecdotes illustrating the impact of your courses on economic recovery around at least one of the three needs areas.
- Track and report financial expenditures and match contributions according to stated guidelines and deadlines.
- Collect and submit evaluation materials (student survey, faculty survey, and community partner survey) as outlined in the Reporting Timelines document.
- Submit course materials, including but not limited to: course syllabi, awards ceremony, funded community partner RFPs, award letters, according to stated guidelines and deadlines.
- Arrange a time for Ohio Campus Compact to conduct at least one site visit during each course.

#### **Budget/Financial Management**

- Each course is awarded \$2000 (\$1,000 for each course at the University of Cincinnati).
- \$2000 will be invested in up to four local 501(c)(3) non-profit organizations at the determination of the student led process with at least \$500 being awarded to each recipient organization. The \$2000 will be provided to the campus in an advance check after the contract and syllabi have been submitted. \$1,000 will be invested in up to two organizations at the University of Cincinnati.
- The Grantee (campus) must maintain financial management systems that include standard accounting practices, sufficient internal controls, a clear audit trail, and written cost allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures attributable to this grant from expenditures not attributable to this grant.
- The Grantee (campus) must maintain adequate supporting documents for grant expenditures (federal and non-federal) and in-kind contributions made under this grant. Costs must be shown in books or records (e.g. a disbursement ledger or journal) and must be supported by a source document, such as a receipt, travel voucher, invoice, bill, in-kind voucher, or similar document.
- The Grantee (campus) must provide and account for a 100% match (1:1 match) of cash and/or in-kind support and must reflect the entire award amount. Matches exceeding 1:1 are welcome.
- The Grantee (campus) must demonstrate action towards creating a sustainable philanthropy initiative.
- Please note the following provisions that are especially important for your grant:
  - o No administrative or indirect costs may be taken by your campus or non-profit community partner.
  - o Salaries and wages charged to matching funds must be supported by signed time and attendance records for each individual employee regardless of position, and by document payrolls approved by a responsible official of the Grantee (campus).

#### **Retention of Records**

The Grantee (campus) must retain and make available all financial records, supporting documentation, statistical records, student service hours, evaluation data, participant information and personnel records for three (3) years from the date of submission of the final reimbursement request/fiscal status report or if there are audit findings, until such findings pertaining to this grant have been resolved.

#### **Social Media, Technology, and Publicity**

- The Grantee (campus) is expected to incorporate social media and other innovative technology strategies into the initiative.

- The Grantee (campus) should work to promote the Pay it Forward initiative internally and externally.
- All grant-supported external reports, publications, and materials must carry the Pay it Forward and Ohio Campus Compact logos.

**Suspension or Termination of Grant**

This grant may be suspended or terminated for failure to comply with the applicable provision of the Grant. Ohio Campus Compact will notify the Grantee (campus) in writing of any proposed suspension, termination or revocation of this grant.