

**New Jersey Health Foundation Annual Grants Program
Letter of Agreement**

New Jersey Health Foundation (NJHF) is pleased to award this grant in the amount of **\$GRANT AWARD** to support the work described in your application entitled, “ **XXXXXX** ”(**TITLE OF PROPOSAL FIELD on 2024 application**) (the Project). In accepting this grant, you agree to the following terms and conditions:

1. Use of Funds

Funds awarded by NJHF are to be used solely for the Project and are conditioned on the timely delivery of financial and narrative reports as set forth in the Policies and Procedures. NJHF agrees to pay the direct costs for this Project as set forth in the budget submitted with the application. Funds cannot be used to fund overhead, tuition, or investment management fees. The grant will only be used for performing the original project as long as the grantee remains an employee or appointee of his/her organization.

Requests for changes in budget, senior personnel or scope of project must be approved by New Jersey Health Foundation. See the Policies and Procedures for detailed information. Failure to obtain prior approval for any changes in work timeline or budget may result in revocation of funding in whole or part.

Any portion of grant funds unexpended and not committed at the completion of the project or at the end of the grant period, including any authorized extension thereof, must be returned to New Jersey Health Foundation within 30 days of receipt of the final financial report.

2. Grant Timeline

This grant shall be for a term of twelve months beginning on February 15, 2024 and ending on February 14, 2025. If at any time circumstances arise that prohibit completion of the Project on schedule, you are required to notify NJHF by January 14, 2025. NJHF will consider ONE no-cost extension per project.

3. Payment Schedule

Subject to the foregoing conditions, grant recipients will receive 80% of their approved funding as an initial payment. The remaining 20% will be provided upon submission and NJHF acceptance of final narrative and financial reports.

Following completion of the project, final narrative and financial reports will be due to New Jersey Health Foundation by April 14, 2025, or the date provided in any extension approval notification. All reports must be submitted electronically through the grant submission portal.

New Jersey Health Foundation Annual Grant awards are made to the recipient's organization and not to the applicant directly.

4. *Publicity*

NJHF will, from time to time, undertake efforts to promote its activities and grants through many different modalities including but not limited to press releases, media contacts, email correspondence, web sites, and internal/external publications. Quotes from you and specific information relative to your grant will be cleared with you prior to publication.

In addition, you are required to notify NJHF about any communication plans you have relative to your receipt of a grant through any of our grant programs. Please consult with the NJHF Vice President of Finance about any communications activities you propose, including but not limited to such media as organization publications, trade publications, newspapers, magazines, radio and television. Do not issue any public announcements about your project without prior approval from the NJHF Vice President of Finance. If contacted by a reporter, our expectation is that you will also discuss the importance of the grant in helping to advance your project. Please inform the NJHF Vice President of Finance of media interviews in which you are involved.

We also require that all print, video, web site and audio materials related to the grant project or program (publications, conference presentations, etc.) must identify and credit New Jersey Health Foundation for its support indicating **“This project has been funded (or funded in part) by a grant from New Jersey Health Foundation.”**

5. *Miscellaneous*

You are solely responsible for complying with any and all applicable laws, regulations and policies relating to the Project.

This Agreement constitutes the entire agreement of the parties related to its subject matter and supersedes all prior agreements oral or written. This Agreement may not be modified, amended or waived except by written agreement of the parties.

This agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Accepted and agreed to by:

PRINCIPAL INVESTIGATOR

Signature

Date

Name

ORGANIZATION OFFICIAL

Signature

Date

Name

Organization Name

NEW JERSEY HEALTH FOUNDATION

Signature

Date

Name/Title