

## CITY OF HARRISONBURG OUTSIDE AGENCY GRANT AGREEMENT

With the acceptance of this grant, ORGANIZATION NAME (the “Grantee”), agrees to the following conditions:

1. Grantee must submit a written request for payment on the agency’s letterhead to the City’s point of contact by the following quarterly deadlines: September 1, 2025; December 1, 2025; March 1, 2026; and June 1, 2026. 25% of funding will be disbursed quarterly after receipt of the Grantee's request. Funds for the final two quarters will not be disbursed until the grantee submits *Form A – Semi-Annual Report*.
2. Grantee will provide the City with semi-annual reports on programs/services funded by the grant on *Form A – Semi-Annual Report* provided to the agency by the City. *Form A – Semi-Annual Report* must be submitted to the City’s point of contact by December 1, 2025 and by June 1, 2026. Documents submitted are public record and are made available to the public upon request. Grantees receiving \$5,000 or more in funding may be invited to present to City Council on the organization’s use of the grant funds. The City’s grant contact will aim to provide adequate notice of at least three weeks before any presentation before City Council.
3. Grantee agrees to maintain accounting procedures in accordance with generally accepted accounting standards and agrees to the review and audit of those records by the city’s designee, if requested.
4. Grantee will inform the city of any changes to its tax-exempt status, Board of Directors, mission statement or by-laws during the period of this award.
5. Improper use of grant funds or failure to comply with this Agreement will result in the termination of the grant, forfeiture of any outstanding grant award and reimbursement of payments processed.
6. In consideration of the City’s grant of funds to the Grantee, the Grantee shall expend the funds in a manner consistent with its Civic and Community Organizations Funding Application. If the Grantee does not fulfill the community services described in its Application by July 1, 2026, the Grantee shall return all funds to the City.
7. The City may delay or cease quarterly disbursements or terminate this grant due to natural disaster, war, insurrection, riot, strike, unavailability of funds, pandemic, or other cause beyond the City’s reasonable control.
8. The City point of contact for the purposes of this Agreement is:

Brian Vandenberg  
Office of the City Manager  
409 South Main Street  
Harrisonburg, VA 22801  
[brian.vandenberg@harrisonburgva.gov](mailto:brian.vandenberg@harrisonburgva.gov)

The undersigned, having received the notice of grant award letter and this Outside Agency Grant Agreement, hereby accepts this grant and agrees to the conditions pertaining thereto, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_