

**GRANTS TO YOU (GTU)**  
**Licensing Agreement**

Date \_\_\_\_\_

1. Terms and Conditions

- a. This document shall serve as the exclusive and total agreement between The Lifespan Foundation dba Grants To You (GTU) and the \_\_\_\_\_ Chapter.
- b. This agreement shall become effective upon:
  - 1) GTU's receipt of the Chapter Application, this signed and dated Licensing Agreement.
  - 2) The opening of the new chapter bank account will be coordinated by the Bank of America branch in Prescott, AZ. As the local Chapter Coordinator, you will obtain the address and bank number of the closest local branch and enter that information to the Prescott branch that will work with your local, specified branch to open the account. Signors on the bank account will include an authorized officer of GTU National and the new Chapter Coordinator
  - 3) Applicant will receive a letter of acknowledgement including a unique user name and password along with Greeting Package that will provide detailed guidelines on how to start and operate your chapter. (*Note: Grants To You reserves the right to reject the application, in which case the attached checks along with an explanatory cover letter will be mailed back to the chapter.*)
- c. Chapters shall pay an annual licensing fee of 3% based on prior year revenues from all sources to be received no later than January 31 of the following year. This fee may be revised by the GTU Board of Directors with 30 days notice given to Chapters. The fee shall be calculated utilizing the annual Financial Activity Report revenue section which will be prepared annually using an electronic format provided by GTU in January of the following year.
- d. This agreement shall remain in force for a one year period through December 31 of each year and be automatically renewed unless either party wishes to cancel for any reason. In such case, a properly signed and dated letter delivered into the hands of either party no later than 30 days prior to the end of the calendar year would suffice. At such time the chapter would need to complete and submit a Financial Activity Report that reflects both transactions and the beginning and ending balances in the local checking account. Funds in the local checking account whose balance must agree with that reflected in the Financial Activity Report must remain in place until GTU National closes the account.
- e. In the event that either party fails to perform as required by this agreement, the party being offended may submit a letter of notice to cancel this agreement, which then becomes effective 30 days after receipt. (*Note: If performance issues are related to a failure to properly handle funds or failure to deliver promises to community members, then the Letter of Notice to cancel the agreement would be effective immediately on receipt.*)
- f. The chapter will make its best efforts to achieve the Vision and the Mission of Grants To You.
- g. Failure to comply with any of the terms and conditions noted above may result in the removal of the chapter's WEB Site password or in the cancellation of the chapter's license to operate a GTU chapter.

2. In exchange for the above rights, the \_\_\_\_\_ Chapter agrees to:

- a. Complete the Grants To You Application to become a chapter.
- b. Complete, sign and date the license agreement.

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- c. Forward the application, the licensing agreement and the check to:

Paul Baskin, Grants To You, 4926 Antelope Drive, Prescott, AZ 86301
  - d. Implement the start up and operating plan as provided in the Greeting Package and on the GTU National WEB Site.
  - e. Make its best efforts to provide three training classes annually of no less than nine hours each, conducted by experienced grants writers/researchers.
  - f. Make its best efforts to schedule a class within 180 days of becoming a chapter.
  - g. Contact chapter graduates each year to determine how many grants were written, how many won and the dollar value of such grants won. The results should then be entered into the “Volunteer Grant Activity Report” on your web site “Reports” (last four columns).
  - h. Submit the annual **Financial Activity Report** to GTU within 30 days after the end of the year, but no later than January 31 (form will be sent electronically by GTU National). The Report will include the beginning balance in checking account (start of year or account), the annual revenue obtained, the annual expenses paid and the ending balance in checking account.

A check for the 3% annual license fee must be submitted at this time.
  - i. Fully adhere to the terms and conditions of this licensing agreement.
3. In exchange for the completion and submission of the Chapter Application and the signed and dated Licensing Agreement as noted above, Grants To You hereby grants to \_\_\_\_\_ Chapter, the right to:
- a. Establish a Grants To You chapter in their community.
  - b. Establish and operate a chapter within an exclusive territory to ensure that there are adequate resources necessary to achieve the mission and vision of Grants To You.
  - c. Establish a chapter checking account in accordance with the provisions noted above.
  - d. Use the full name of “Grants To You” followed by the grantees’ county, city name, state name, and the word “Chapter.” For large cities, a number will be added after “Chapter” as follows: “Grants To You, Maricopa County, Phoenix, AZ, Chapter #1” (GTU will provide the number to the new chapter.)
  - e. Utilize the Grants To You logo in all advertising and promotional materials.
  - f. Make full use of the GTU’s national WEB site (both unrestricted and restricted content).
  - g. Have free access to the GTU On line grant writing and research class to be used exclusively by the Chapter Coordinator and the Teacher(s) for preparing class content and handouts.
  - h. Utilize the Grants To You start up and operating plans and forms.
  - i. Network with the local United Way, Community Foundation and RSVP chapters.
  - j. As announced, attend national and regional meetings to exchange chapter experiences and gain additional education and training (*Note: Chapters will be responsible for their own transportation, lodging and most meals*).
  - k. Receive newsletter(s) as they are issued (Sign up on the GTU web site for “5 Biggest Mistakes...”).

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1. Receive bulletins as necessary, noting operational changes and new opportunities for chapters in the areas of community partnering, fund raising, volunteer recruitment, training and retention and Board/Council development.

**Agreed to:**

**Chapter Name** \_\_\_\_\_

\_\_\_\_\_  
**Name** **Title** **Date**

**Grants To You**

\_\_\_\_\_  
**Name** **Title** **Date**