



**MEMORANDUM OF AGREEMENT
FOR
TOWN OF MIDDLEBURG CHARITABLE DONATION/GRANT**

Whereas:

1. The Town of Middleburg, hereinafter referred to as the "Town", provides charitable donations/grants to non-profit organizations and institutions of higher learning in Virginia that provide services to residents located within the Town's corporate limits, said grants being an investment in positive change in the town; and,
2. _____ (insert organization's name) applied for a Town of Middleburg Charitable Donation/Grant, hereinafter referred to as the "Grant"; and,
3. Upon review and consideration, the Middleburg Town Council has approved _____'s (insert organization's name) application for a Grant; and,
4. A Memorandum of Agreement between and among the Town and _____ (insert organization's name) will be beneficial to ensure a complete understanding of the responsibilities and obligations of both parties under the terms of the Grant award;

Now therefore under this Memorandum of Agreement, it is agreed by both parties that:

1. _____ (insert name of organization) agrees:
 - a. To abide by the terms and conditions of the Town's Grant Policy, the organization's application for a Town Grant dated _____, and this Memorandum of Agreement.
 - b. That the Grant funds shall only be used for the purpose for which the Grant was approved by the Middleburg Town Council on _____ (insert date of approval);
 - c. That any excess Grant funds not expended for that purpose shall be returned to the Town within sixty (60) days of the date of the event;
 - d. If the grant funds are not used for the purpose for which the Grant was awarded, the Grant funds shall be returned to the Town by the deadline set by the Town;
 - e. If the grant funds are expended for any purpose other than the purpose for which the Grant was awarded, the Grant funds will be refunded to the Town by the deadline set by the Town.
 - f. To include the Town's marketing logo on any and all marketing materials associated with the event in the form as approved by the Town's Business & Economic Development Director.
 - g. To file a final report on the event, to include receipts confirming the Grant funds were used for the purpose for which they were intended, by the deadline as identified in the grant application.

2. The Town agrees to:

- a. Provide _____ (insert organization name) with the Grant funding within seven (7) business days of the final signature on this Contract.

Authorized Representative:
Title:
Organization:

Date: _____

Danny Davis, Town Manager
Town of Middleburg

Date: _____