



## Wheeling Heritage Partnership Grant Agreement

This agreement (“Agreement”) is entered into by and between Wheeling Heritage (“Grantor”) and:

Grant Recipient Name:

Business/Organization:

Address:

Phone Number:

Email:

### ***1. Purpose of Grant***

The Grantor agrees to provide financial support through the Wheeling Heritage Partnership Grant Program for the following project:

Project Title:

Brief Project Description:

### ***2. Grant Amount***

The total grant awarded is \$ \_\_\_\_\_ under the category of [Education & Interpretation / Small Business Development / Artist / Recreation / Fairs & Festivals] (circle one).

### ***3. Pre-Award Requirements***

As part of the application process and prior to receiving any grant funding, the recipient agrees to provide the following:

- Completed W9 Form: This must be submitted before the grant can be awarded.
- Agreement for Written Feature: The recipient agrees to collaborate with our team in writing a story or article about the funded project. This article will be edited by Wheeling Heritage staff and published on Weelunk, sharing the project's impact with the broader community.
- Follow-up Survey: After the project is completed, the recipient will participate in a short follow-up survey to help us understand the impact of the grant.
- Public Acknowledgment: We kindly ask that the recipient thank Wheeling Heritage for the grant on social media if applicable.
- Complete a written letter to state representatives, thanking Wheeling Heritage and providing a brief description of how the grant funds were used. (Template provided).
- Attach a minimum of three images from the event or program funded by this grant through the [follow-up survey](#).

### ***4. Use of Funds***

The funds provided under this Agreement must be used exclusively for the project as described in the proposal submitted to Wheeling Heritage. All expenses must be directly related to the project and must be incurred within the specified timeframe.

### ***5. Timeframe for Use of Funds***

Awarded checks must be cashed within **30 days** of receiving the funds.

The grant funds must be utilized within the fiscal year of **October 2025 – September 2026**.

If the funds are not spent within this timeframe, the recipient agrees to return the funds to Wheeling Heritage within **90 days** of the project's end date unless an extension has been granted in writing by Wheeling Heritage.

## ***6. Budget Submission***

The recipient agrees to provide Wheeling Heritage with the following:

As part of the application process, the recipient must submit a detailed project budget outlining the planned use of the grant funds. The budget should clearly specify how the funds will be allocated across different project expenses (e.g., materials, equipment, labor, etc.). This budget will be reviewed by the grant committee as part of the decision-making process.

The proposed budget should demonstrate a clear plan for how the grant will be used to meet the project's objectives. Any significant changes to the budget after funding is awarded must be approved by Wheeling Heritage.

Failure to comply with reporting requirements may result in the recipient being required to return the grant funds in full.

## ***7. Repayment of Grant Funds***

If the recipient fails to use the funds for the specified purpose or within the specified timeframe, or does not comply with any other terms of this Agreement, the recipient agrees to repay the grant in full or any portion as determined by Wheeling Heritage.

## ***8. Signatures***

By signing below, the recipient acknowledges and agrees to the terms and conditions outlined in this Agreement.

### **Grant Recipient**

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

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

### **Wheeling Heritage Representative**

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

Name (print): \_\_\_\_\_

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

Date: \_\_\_\_\_