

**BROOKLYN COLLEGE FOUNDATION
SAMPLE GRANT ADMINISTRATION AGREEMENT**

Effective as of 7/1/13

The [FUNDER NAME] has provided to the Brooklyn College Foundation (BCF) a grant in the amount of [AMOUNT] to realize [PROJECT NAME] from [TIMEFRAME].

This agreement made on [DATE] is being made between:

- the Brooklyn College Foundation, a New York nonprofit corporation whose sole purpose is to aid and promote the educational and charitable purposes and lawful activities of Brooklyn College; and
- the faculty and administrators at Brooklyn College who are responsible for the realization and financial administration of this grant.

We the undersigned agree that this grant will be accepted and administered by the BCF according to the following terms:

1. Grant Purpose and Administration

- a) The purpose of this grant is to support activities described in the funded proposal and budget attached (Appendix 1).
- b) This grant will be administered according to the terms stated by the donor in the grant award and directions regarding administration and reporting attached (Appendix 2).

2. Financial Administration

- a) This grant will be placed in a fund entitled [FUND TITLE]. Payments will be drawn from this fund in accordance with the budget in Appendix 1.
(In the event that the grant falls below the BCF's stated minimum of \$10,000 needed to establish a new fund, the BCF will work with the relevant dean to identify an appropriate decanal discretionary fund in which to house these monies.)
- b) All fund disbursements must be made in writing in accordance with BCF Payment Submission Request Policies attached (Appendix 3).

3. Donor Communication and Reporting

- a) All written communication to the donor pertaining to the administration of this grant including reports and financial reports will be reviewed and submitted by the BCF.
- b) BCF will be informed of and consulted on all donor communication and outreach.

4. Fees and Charges

- a) A grant administration fee of 5% for BCF's efforts will apply to grant funds.
(This clause will be considered on a case-by-case basis. In cases where funder stipulates a maximum administrative fee or where a fee is subject to a negotiated indirect cost rate, BCF will work with BC Finance and Administrative staff to determine an appropriate management fee.)

5. Signatories

- a) The signatories on the [FUNDER NAME] [PROJECT NAME] grant account will include the undersigned as follows:
 - Designated project administrators will be required to sign for expenditures to ensure that they are in accordance with BCF Payment Submission Request Policies (Appendix 3)

and that there are sufficient funds available for expenditure in the appropriate budget category of the funded budget (Appendix 1). The signatures of departmental administrators will not be accepted.

- The relevant Dean, Associate Provost or Vice President will sign off on all payments requests of \$2,500 and higher.
- In cases where a Dean, Associate Provost or Vice President serves as the project administrator the Provost or the SVP of Finance and Administration will sign-off on all payment requests of \$2,500 and higher.

6. Appendices

1. Funded proposal and budget
2. Donor award and directions regarding administration and reporting
3. BCF Payment Submission Request Policies

Project/Fund Administrator
[Name, Title], Brooklyn College

Date

Dean Responsible for Fund
[Name, Dean of School], Brooklyn College

Date

For projects over \$100,000 or Decanal Projects
William Tramontano, Provost, Brooklyn College

Date

Joseph Giovanelli
SVP for Finance and Administration, Brooklyn College
Chief Financial Officer, Brooklyn College Foundation

Date

Beth Levine
Associate Executive Director of Development, Brooklyn College Foundation

Date