

**Arkansas Alternative Dispute Resolution Commission
Grant Assurances Form - 2014**

Name of Applicant: _____

Applicant hereinafter referred to as It assures that:

1. It agrees that no funds provided by the Commission will be used for any political campaign or to support attempts to influence legislation of any governmental body.
2. It agrees that all of the grant funds are to be used for, and only for, the purpose(s) specified in the Commission's award letter. Use of any portion of the grant funds, including interest earned thereon, for any purpose must have the prior written approval of the Commission.
3. It understands and agrees that the grant period for this first grant will be for a grant period of one year, from July 1st through June 30. It further understands and agrees that any unspent funds must be returned to the Commission at the end of the grant period unless it has otherwise received written extension from the Commission.
4. It will not discriminate on the basis of race, color, religion, sex, age, handicap, or national origin against (1) any person applying for employment or employed by the applicant with respect to any personnel action proposed or taken concerning the applicant or employee; or (2) any person seeking participation in, or the benefits or proceeds of, the program or projects supported in whole or part by this grant.
5. It agrees to notify the Commission as soon as possible, but not later than thirty (30) days, of any material changes occurring in the grantee's program during the grant period for which this grant is made.
6. It will, upon request, cooperate with all data collection and evaluation activities undertaken by the Arkansas ADR Commission, and give any authorized representative of the Commission access to any copies of all financial records, books, papers, or documents, provided that the Commission shall not have access to any reports, records, or information subject to the attorney-client privilege.
7. It will provide copies of audits conducted for the period for which grant funds were granted. If such audits are a routine business item contracted for by the grantee. In addition it will provide a financial accounting conforming to the purpose(s) for which grant funds were awarded as required by the award letter and which has been certified correct by the responsible financial official of your organization. It further agrees that the commission may audit or cause an audit to be conducted of the grant funds in special circumstances with appropriate notice. The grantee agrees to pay the costs incurred for this audit.
8. It understands and agrees that the Commission may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in this application.
9. It hereby understands and agrees that the Commission has no obligation to finance any project(s) of any applicant and if grant is made, the Commission may decide not to renew it for another period. It also understands and agrees that the Commission may rescind funds allocated if grantee fails to comply with this agreement in any way.
10. It understands and agrees that the application, once received by the Commission,

becomes the property of the Commission and any or all of the ideas or information contained therein may be used by the Commission. It further understands that all grant applications are considered public information and will be released upon request. Reasonable costs incurred to provide copies of applications may be assessed against the person requesting the copies.

11. It will provide, upon request, periodic written reports detailing the use of Commission funds in light of the proposed use described in the grant application.
12. It understands that grant awards will be made in two payments and that receipt of the second payment is conditioned upon: (1) the availability of funds; and (2) receipt by the Commission of the financial and narrative grant reports for the first half of the grant award.

I have read these assurances and understand that if this application is approved for funding, the grant will be subject to these conditions and restrictions. I certify the applicant will comply with these assurances if the application is approved. I understand and agree to comply with sanctions that may be levied against my program if these conditions and restrictions are violated. Sanctions may include a refund of the grant or a portion thereof, forfeiture of future award payments, and/or ineligibility for future grant awards.

Program Director or Committee Chair: _____

Title: _____

Signature: _____

Date: _____

Chief Officer or President: _____

Title: _____

Signature: _____

Date: _____

Resolution

I, _____, Secretary of _____,

the Chief Officer, and _____, the Program Director, do submit the attached Grant Application and to execute the above Grant Assurances in a meeting held on _____ or by ballot mailed on _____

The board of directors authorizes the above signatories to act as its agents in the administration of an ADR Commission grant.

Secretary

Date