



**EDYTH BUSH
CHARITABLE FOUNDATION**

Grantee Conference Summary

The Grantee Conference is an opportunity for your organization and the Foundation to fully address any questions about the grant, its administration, and particularly your post-grant reporting requirements. The conference also gives us an opportunity to introduce you to our Foundation staff. It is important that the CEO of your nonprofit organization, a member from your Board and anyone responsible for the administration of the grant be present to gain the maximum benefit from this meeting.

The purposes of the meeting are:

1. Discuss the proposal process and the offered grant letter. Provide a forum to answer any questions about the offered grant before accepting the Foundation's terms and conditions.
2. Determine projected timeline and completion dates. Clarify any terms and conditions that may be part of the offered grant, especially matching requirements or other threshold requirements.
3. Introduce Foundation staff to the staff of the nonprofit organization.
4. Discuss post-grant reporting requirements which enable Foundation staff to better review success of the grant.
5. Grantee submits to the Foundation the Grant Acceptance Letter and signed Exhibit A General Terms and Conditions, if not submitted electronically.

Heidi Findlay will be contacting you shortly to schedule this meeting. You are welcome to contact Heidi at hfindlay@edythbush.org or 407-647-4322 ext 17 if you have any questions or concerns.