

**Taking Action for Animals Grant Agreement Instructions:** In order for you to receive a grant from the Humane Society of the United States, you must (a) read this agreement in its entirety, (b) sign and date the agreement, and (c) return the completed agreement via email to [eventsadmin@humanesociety.org](mailto:eventsadmin@humanesociety.org). Please make a copy of the signed agreement for your files. By reading and signing this agreement, you are confirming that you understand and agree to all terms and conditions contained herein.

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## DIVERSE ANIMAL ADVOCATES GRANT AGREEMENT

The Humane Society of the United States (“HSUS”) approves a grant to the recipient (“Attendee”) for coverage for the grant recipient’s Taking Action for Animals full conference registration (\$100), hotel for up to three nights (recipient must stay at the Crystal Gateway Marriott in Arlington, VA), and airfare (up to \$500), which is made under the terms and conditions set forth in this agreement.

As a condition of the grant, Attendee agrees as follows:

1. **Grant Purpose:** Pursuant to its charitable mission, the HSUS seeks to advance the cause of animal protection by encouraging the professional development and continuing education of employees and volunteers of animal shelters, rescue groups, and others in animal welfare. To that end, Attendee agrees to use the grant solely for the purpose of offsetting costs associated with one round trip economy flight for attending the HSUS’s 2024 Taking Action for Animals (“TAFAs”) in Arlington, Virginia from July 19-22, 2024. This grant is provided to Attendee for this specific purpose, and Attendee shall not use the grant funds for any other purpose unless prior written approval has been received from the HSUS.
2. **Disbursement of Funds:** Attendee shall have one (1) year from the date Attendee receives the grant funds to use the grant in accordance with the terms of this agreement (the “Grant Period”). There will be no funds directly disbursed to Attendee. Rather, Attendee shall:
  - 1) Register for Taking Action for Animals with a discount code provided to them in their grant approval email.
  - 2) Provide their hotel check-in and check-out dates to the Taking Action for Animals planning team to be added to the HSUS master rooming list. Attendee will be required to provide a credit card upon check in to the hotel for any incidental charges (e.g. room service). The hotel will also place an incidental hold on the credit card in the amount of \$50 per day. This hold will be released within 7-10 business days (less any incidental charges made during Attendee’s stay).
  - 3) Book their air travel using the link and instructions provided in the grant approval email. This will allow Attendee to bill their airfare directly to HSUS.

If Attendee books their hotel or airfare on their own, they will not be reimbursed by HSUS.

3. **Expenditure of Funds:** The grant provided shall be used exclusively for the purpose stated in Paragraph 1. Attendee shall not engage in any activity on behalf of the HSUS that may jeopardize the HSUS’s status as a nonprofit charity qualified to receive tax-deductible contributions under section 501(c)(3) of the Internal Revenue Code. Without limiting the generality of the preceding sentence, no funds shall be used to (a) lobby or otherwise attempt to influence legislation at any level of government, either through efforts to influence legislators themselves, or through efforts to influence the views of the general public on legislative matters; (b) influence the outcome of any specific public election or

participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office or conduct, directly or indirectly, any voter registration drive; or (c) for any purpose other than that stated in Paragraph 1.

4. **Reversion of Funds:** Unless Attendee has obtained prior written approval from the HSUS for any variance, any portion of the funds not used for the grant purpose stated in Paragraph 1 or not spent in accordance with the terms of this agreement shall be returned to the HSUS. Further, any unexpended funds remaining at the end of the Grant Period shall be returned to the HSUS.
5. **Cancellation by Attendee:** If Attendee cancels their planned trip to TAFE within three days of arrival, they will be responsible for the hotel cancellation fee (equivalent to one night's stay plus taxes and fees).
6. **Recordkeeping, Reporting, and Inspection:** Attendee hereby agrees to provide receipts and other documents substantiating proper use of the grant as requested by the HSUS for a period of three (3) years after the Grant Period ends.
7. **Public Acknowledgement:** Attendee agrees to credit the HSUS in any press releases, presentations, media coverage, or announcements resulting from Attendee's use of the grant. Attendee also agrees to cooperate with the HSUS's efforts to highlight the programs it funds in the HSUS's publications and publicity materials and on the HSUS's website and social media pages (e.g., Facebook, Twitter, Instagram, etc.).
8. **Future Funding:** Attendee acknowledges that the receipt of this grant does not imply a commitment on behalf of the HSUS to continue funding beyond the terms listed in this grant agreement.
9. **The HSUS's Compliance:** The foregoing conditions comply with the HSUS's obligations under applicable law to make reasonable efforts and establish adequate procedures to see that the funds are spent solely for the purpose for which they are provided, and to obtain full and complete records on how grant funds have been expended. Changes in applicable law, regulations, or rules may require the HSUS to request more detailed reports or additional measures. Attendee agrees to cooperate with any such requests from the HSUS.
10. **Misrepresentation by Attendee:** Attendee will be held responsible for the integrity of the information submitted by Attendee. In the event of misrepresentation by Attendee, HSUS may withhold funds contemplated by this Agreement, require Attendee to return grant funds already paid, withhold future grants from Attendee, and/or bar Attendee from attending future events held by HSUS.

By executing this agreement, Attendee agrees to be bound by the terms and conditions set forth above.

Attendee (Recipient) Name: \_\_\_\_\_

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

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