



(date)

(Grantee's name)
(Address)

Dear Mr. xyxy:

We have received your official request regarding the funding of the GRANTEE'S Program ("Project") in 2014. Exchange programs play a fundamental part in fulfilling The Hungary Initiatives Foundation's mission of strengthening US-Hungary bonds, as the future of the relationship between the two nations will be shaped by new generations of young people. Therefore, The Hungary Initiatives Foundation, Inc. (the "Foundation") is pleased to inform you that it has approved a grant of \$ [REDACTED] for 2014 to support the Project.

The grant must be used for covering the costs of the approved and furnished budget of the Project. Grantee is responsible for covering all costs of the fellowship program, including directly paying for accommodations and providing stipend to participants. GRANTEE is also responsible for managing visa processes and organizing transportation. The grant may not be used for any of the following purposes: to carry on propaganda, or attempt to influence legislation or the outcome of any public election; to carry on, whether directly or indirectly, any voter registration drive; to undertake any "political activities" as defined under the Foreign Agents Registration Act, 22 U.S.C. § 611(o), to support any organization that is registered under FARA, to make grants to individuals or to other organizations; or to undertake any activities for a purpose other than that set forth above.

You agree that any funds not expended or committed for the purposes of the grant set forth above will be returned to the Foundation.

You agree to prepare a detailed action plan (with project phases, timetable, and budgeted expenditures (detailed with all expected items) of all phases) as a precondition of receiving the grant. You accept that you will receive the grant in several phases, according to your action plan, and the funding of the project phases will only be made available after GRANTEE submits a report on the previous phase, which is approved by the management and the grant committee.

You agree to provide a final narrative and financial report on the use of grant funds to Elizabeth Perch, Treasurer and CFO of The Hungary Initiatives Foundation, as the Foundation's representative, within 60 days of completing the Project. The report should include a narrative account of what was accomplished by the expenditure of funds as well as a budget of the whole Project. Other reporting duties are set forth in the Appendix. After submission of the report, additional information might be requested by the Foundation. By signing this agreement, you also recognize that the Foundation will use your name in its fundraising and other materials, including, but not limited to identifying you as a grant recipient and describing your progress.

By signing this letter, you agree to the Foundation's funding rules regarding internship and fellowship programs, set forth in the Appendix of this agreement and you accept that they are conditions of funding.



The Hungary Initiatives
Foundation
1100 H Street NW,
Suite 915
Washington, DC 20005

If this letter correctly sets forth your understanding of the arrangements made regarding this grant, please countersign and return the attached copy of this letter to Tamás Fellegi, President/CEO of the Foundation. The Foundation will make the grant funds available after receipt by the Foundation of a countersigned copy of this letter.

On behalf of the Foundation, may I extend every good wish for the success of this endeavor.

Sincerely,

THE HUNGARY INITIATIVES FOUNDATION,
INC.

By: Tamás Fellegi, President/CEO

I have read this letter, understand it and agree to abide by its terms.

Date:

Name:

Title:

Appendix

Rules and conditions regarding HIF-sponsored exchange programs

Fellow selection

- The application and selection process must be based on clear criteria, submitted to HIF by March 31, 2014 for acknowledgment.
- The program must be publicly announced both in the United States and Hungary, with a clear reference to the support of HIF in the public communication.
- While the final selection of participants is completely the decision of the GRANTEE, HIF must be given the opportunity to review and get to know the selected candidates.

Program

- GRANTEE must maintain the nonpolitical nature of the program.
- GRANTEE must inform HIF of the prospective host institute(s) and the fellow program, HIF has the right to review it as well as suggest changes.
- In every fellow's case, before the program starts, GRANTEE must develop a program and training plan, outlining the objectives, goals, measurable outcomes, and phases of the program. This plan has to be submitted to HIF along with the final reports in every case.
- Fellows must accept and sign a fellowship agreement with GRANTEE before the program starts. The agreement must list both parties' responsibilities, as well as the financial, professional and administrative details of the program. The fellows may not abandon their assignments, only in special cases and in consultation with GRANTEE and their host. In such an unusual occurrence, GRANTEE will work closely with the Fellow, and report to HIF any development.
- In all references to the program or program participants, the support and donation of HIF must appear at all times.

Reporting

- Every month, the fellows must write reports on their program to GRANTEE, detailing their fellowship activities, the specific tasks, as well as the professional and other cultural programs they attended. At the end of the program, they must write a final report, detailing the experience, the knowledge and skills they acquired, their future plans, and their opinion on the program. These reports must be submitted to HIF.
- HIF will evaluate the progress of the program on a regular basis and its adherence to the agreement rules. If HIF finds that GRANTEE violated the agreement rules, it has to notify GRANTEE of its concerns in writing. GRANTEE will have 10 days to address the concerns. If no resolution or agreement is reached, HIF has the right to stop the funding.