



Nancy R. Bagley / President
Anna Lefer Kuhn / Executive Director

July 1, 2010

Madeleine Buckingham
Mother Jones
(The Media Consortium)
222 Sutter Street, Ste 600
San Francisco, CA 94108

Dear Madeleine Buckingham,

Congratulations! Enclosed is the Arca Foundation's check in the amount of \$40,000.00 to support The Media Consortium.

To comply fully with the Internal Revenue Service requirements, please sign the agreement and return it to us within **15 business days** along with a letter on your letterhead acknowledging your receipt of the check. Also, please note the deadline for both your progress report and final grant report, due no later than January 1, 2011 and June 30, 2011 respectively. We have enclosed detailed reporting requirements for your reference.

We are very pleased to support your work and look forward to working with you in the year ahead.

Sincerely,

A handwritten signature in black ink, appearing to read "Anna Lefer Kuhn".

Anna Lefer Kuhn
Executive Director

A handwritten signature in black ink, appearing to read "Nancy R. Bagley".

Nancy R. Bagley
President

Enclosures

CC: Tracy Van Slyke, The Media Consortium



Nancy R. Bagley / President
Anna Lefer Kuhn / Executive Director

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GRANT AGREEMENT

Enclosed is the Arca Foundation ("Arca") check for \$40,000.00 to the Mother Jones (The Media Consortium). This constitutes a grant for general support of The Media Consortium. This grant is made by Arca subject to the following terms and conditions:

- (a) Grantee is an organization that is both exempt from tax under section 501(c)(3) of the Internal Revenue Code of the 1986 (IRC) and a publicly supported organization as described in IRC section 509(a)(1), (2), or (3), which statuses have been duly confirmed by one or more operative IRS ruling or determination letters, copies of which Grantee has filed with Arca.
- (b) Grantee will utilize the grant proceeds only for charitable and educational activities consistent with its tax-exempt status described above. Without limiting the generality of the preceding sentence, grantee will not support or oppose any political party or candidate for public office or otherwise intervene in any election. Grantee further certifies that the amount of its expenditures budgeted for this project on non-lobbying activities exceeds the amount of this grant.
- (c) Grantee will inform Arca immediately of any change in or IRS questioning of its tax-exempt status described above.
- (d) Grantee with organization expenditures greater than \$3 million annually will provide a copy of its most recent audited financial statement and independent auditors' report, including any management letter or supplementary material, and the most recent IRS 990 tax return. Any grantee in its first or second year of operation as a 501(c)(3) tax-exempt organization shall be exempt from this requirement. This exemption does not apply to organizations serving as fiscal sponsors.
- (e) Grantee will provide a progress and a final report in writing to Arca in accordance with the attached reporting requirements.
- (f) This grant is not earmarked for transmittal to any other entity or person, whether or not mentioned in Grantee's proposal or in any other communication with or from Arca. Rather, Grantee accepts and will discharge full control of the grant and its disposition and responsibility for complying with the Agreement terms and conditions.
- (g) If this grant is restricted to a specific project, Grantee hereby reaffirms that the project's current budget, as previously submitted or explained to Arca, accurately reflects Grantee's present intentions to expend at least the amount of this grant (plus any other grant from Arca this year for the same project) on approved activities in Grantee's current fiscal year.


Grantee deposit, negotiation or endorsement of the enclosed check will constitute its agreement to the terms and conditions set forth above. In accordance with IRS requirements, please review and sign this agreement where indicated by an authorized officer of Grantee and return to us within 15 business days. Grantee must also send a letter on your letterhead acknowledging receipt of the grant check.

With our best wishes,



Anna Lefer Kuhn
Executive Director

On behalf of the Grantee named above, I understand and agree to the foregoing terms and conditions of Arca's grant, and hereby certify my authority to execute this agreement on Grantee's behalf.

Signature: 
Name: Madeline Buckingham
(Type or Print)
Title: President & CEO
Date: 7/2/10

Reporting Requirements

As stipulated in the signed Grant Agreement, Arca Foundation grantees are required to submit two reports:

- 1.) A two page progress report six months after the grant is made and;
- 2.) A final narrative and financial report at the end of the grant period.

All reports should be submitted to the Arca Foundation's Program Associate via email AND mail. *Please note the different requirements for general support and project grants and compose your reports accordingly.*

Progress Report

The progress report is due six months after the grant is awarded and should not exceed two pages in length. The report should provide the following information:

For a project grant:

1. Update on the progress you've made in advancing the objectives outlined in your proposal.
2. Discussion of internal and external circumstances that may have impacted the project.
3. Explanation of any milestones that have been achieved.

For a general support grant:

1. Update on the work of the organization in the past six months.

Final Report

The final report is due at the end of the grant period and should address each of the items below in three to five pages.

For a project grant:

Narrative Report:

1. Explain how the organization met the goals and objectives outlined in the original proposal to the Arca Foundation. If the objectives were not met, explain why.
2. Describe any challenges the organization encountered over the grant period and how you addressed them.
3. What, if anything, has/is occurring in the field that has changed the climate for your project?
4. Discuss any new partners that emerged during the duration of the grant and explain how existing and new partnerships have strengthened your project.
5. Outline how you have used Arca's support to leverage additional funders.
6. Evaluate the success of your project using the tools outlined in the original proposal.

Financial Report: Include a detailed financial report demonstrating how the funds from Arca's grant were spent during the grant period. This should be a *comparative report* of the original budget submitted with your proposal to the actual grant expenses.

For a general support grant:

Narrative Report:

1. An annual report, outlining the organization's work over the last 12 months.
2. Explain how the organization met the goals and objectives outlined in the original proposal to the Arca Foundation. If the objectives were not met, explain why.

3. Describe any challenges the organization encountered over the grant period and how you addressed them.
4. What, if anything, has/is occurring in the field that has changed the climate for your work?
5. Discuss any new partners that emerged during the duration of the grant and explain how existing and new partnerships have strengthened your work.
6. Outline how you have used Arca's support to leverage additional funders.
7. Evaluate the success of your work using the tools outlined in the original proposal.

Financial Report: Please include your organization's most recent audited financial reports or 990 forms.

Additional Materials: Please also include copies of any materials, publications or media coverage that the project produced.

Report Extensions

In the event that there are remaining grant funds, please contact the Arca Foundation's Program Associate in writing (email preferred) with a request to extend the grant period. This request should include the amount remaining from the grant, as well as the timeline and purposes for which they will be spent.