

Carnegie Corporation Grant Agreement Signing Instructions

Last updated: August 2020

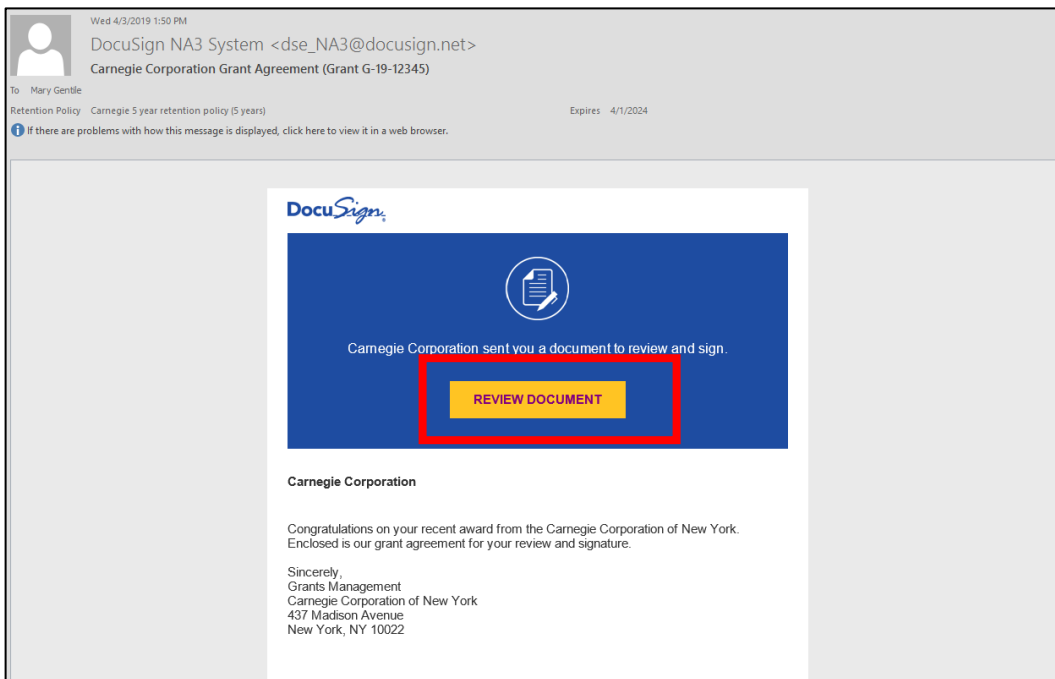
Signing a grant agreement from the Carnegie Corporation can be completed in a few easy steps, and you don't need a DocuSign account.

These instructions will cover:

- How to review, electronically sign, and submit a grant agreement
- How to assign this task to someone else
- How to request revisions to the agreement before you sign
- How to print, sign and return a grant agreement (if you do not sign electronically)

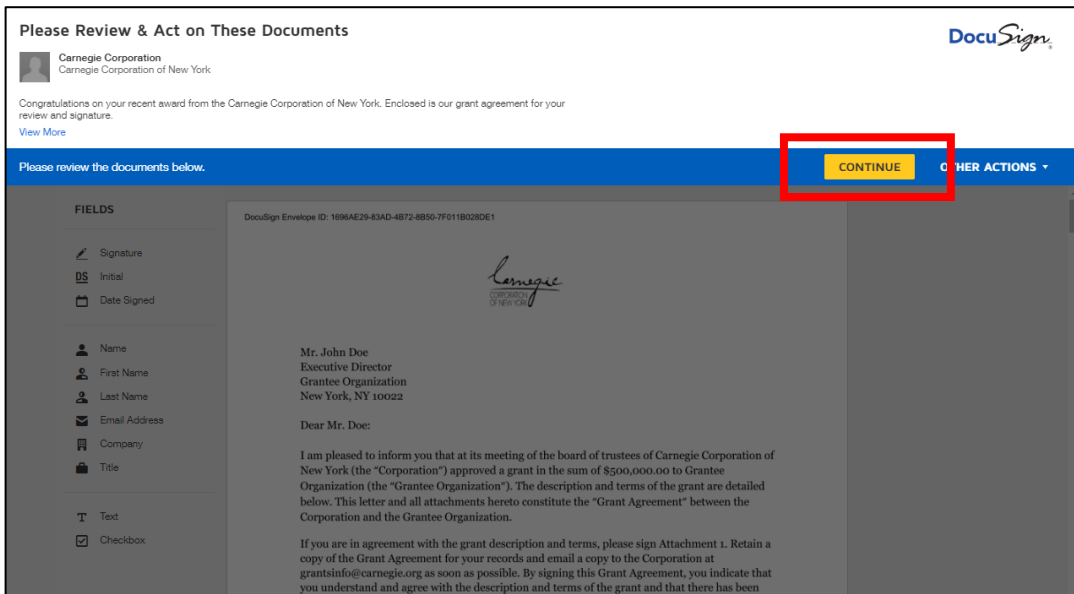
How to review, electronically sign, and submit a grant agreement

As the Primary Signatory for the grant, you will receive an email notifying you that you have a document to review and sign.

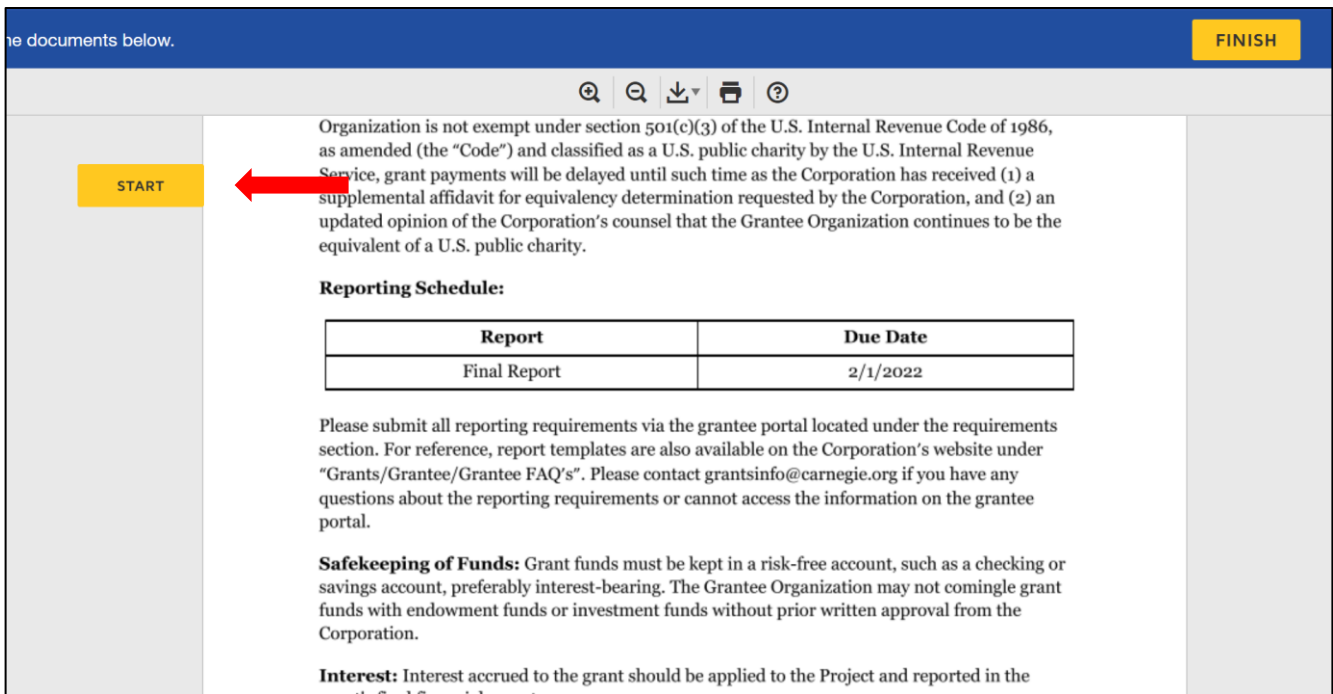


Click "Review Document" in the email to be taken to the DocuSign site.

Click "Continue" to review the document.



Scroll through the document to review it. When you are ready, click "Start" to be taken to the signature page.



If this is the first time you have used DocuSign, you may need to adopt a signature. Confirm your full name and initials, check the preview, then click "Adopt and Sign".

Adopt Your Signature

Confirm your name, initials, and signature.

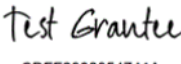
* Required

Full Name* **Initials***

SELECT STYLE **DRAW**


PREVIEW [Change Style](#)

DocuSigned by:



CDF2982854741A...

DS



By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.


ADOPT AND SIGN **CANCEL**

Click the "Sign" field to apply your signature, and type in your title.

Signature Page to Grant Agreement

This Grant Agreement is to be signed by recipient and signifies that you agree with the description and terms set forth in this Grant Agreement.

DocuSigned by:



Signature of Authorized Official

Print Name

Title

8/13/2020

Date

This Grant Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same agreement. Delivery of an executed signature page of this Grant Agreement by facsimile or by electronic mail in portable document format (PDF) will be effective as delivery of a manually executed signature page of the Grant Agreement.

Finally, select "Finish" to send the completed document.

Done! Select Finish to send the completed document.

FINISH

FIELDS

- Signature
- Initial
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

Carnegie Corporation of New York
Grant # G-19-12345
Grant Agreement
Attachment 1

Signature Page to Grant Agreement

This Grant Agreement is to be signed by the Grantee Organization recipient and signifies that you agree with the description and terms set forth in this Grant Agreement.

DocuSigned by:
Test Grantee
C7DFE3982854241A

Signature of Authorized Official

Print Name

Title

Date

This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same agreement.

How to assign the document to someone else

If you are not the Primary Signatory and need to assign the document to someone else, under the drop down list of "Other Actions", choose "Assign to Someone Else", fill in the email address, name, and reason, then click "Assign to Someone Else".

Please Review & Act on These Documents

Carnegie Corporation
 Carnegie Corporation of New York

Congratulations on your recent award from the Carnegie Corporation of New York. Enclosed is our grant agreement for your review and signature.
[View More](#)

Please review the documents below.

CONTINUE **OTHER ACTIONS**

- Finish Later
- Print & Sign
- Assign to Someone Else**
- Document Sign
- Help & Support
- About DocuSign
- View History
- View Certificate (PDF)
- View Electronic Record and Signature Disclosure
- Session Information

FIELDS

DocuSign Envelope ID: 1696AE29-834D-4872-8B50-7F011B028DE1

Signature
 Initial
 Date Signed

Name
 First Name
 Last Name
 Email Address
 Company
 Title

Text
 Checkbox

Mr. John Doe
 Executive Director
 Grantee Organization
 New York, NY 10022

Dear Mr. Doe:

I am pleased to inform you that at its meeting of the board of trustees of Carnegie Corporation of New York (the "Corporation") approved a grant in the sum of \$500,000.00 to Grantee Organization (the "Grantee Organization"). The description and terms of the grant are detailed below. This letter and all attachments hereto constitute the "Grant Agreement" between the Corporation and the Grantee Organization.

If you are in agreement with the grant description and terms, please sign Attachment 1. Retain a

Assign to Someone Else ✕

* Required

Email Address for the New Signer *

New Signer's Name *

Please provide a reason for changing signing responsibility

250 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE CANCEL

How to request revisions to the agreement before you sign

If after reviewing you require revisions before you sign, go to the drop-down list of “Other Actions” and click “Print & Sign”.

Done! Select Finish to send the completed document.

FINISH **OTHER ACTIONS** ▾

Finish Later

Print & Sign

Assign to Someone Else

Decline to Sign

Help & Support [↗](#)

About DocuSign [↗](#)

View History

View Certificate (PDF) [↗](#)

View Electronic Record and Signature Disclosure

Session Information

FIELDS

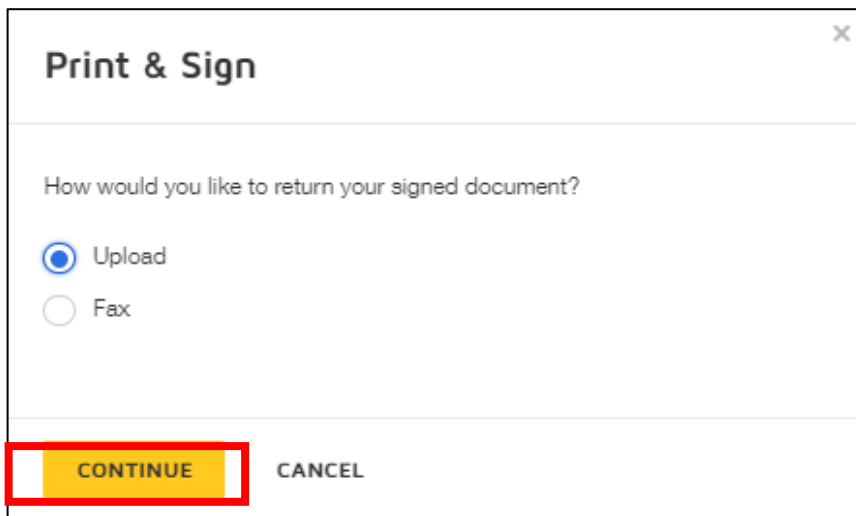
- Signature
- Initial
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

Communicating Project-related News: The Grantee Organization is encouraged to coordinate with the Corporation to issue public announcements when there are important, newsworthy developments related to the grant, including the publication of reports, surveys and other grant related research. The Corporation is often able to leverage such work to audiences beyond the Grantee's immediate network. Please notify the Communications Office at (212) 207-6273 or externalaffairs@carnegie.org about your Project and send copies of news announcements and publications in advance of their public dissemination. The Communications Office seeks to support the Grantee's work and will determine if and how we might assist in leveraging Project-related news.

Use of Name: The Grantee Organization shall not use the name, emblem or official seal of the Corporation without the prior written approval from the Corporation's Communications Office (212) 207-6273 or externalaffairs@carnegie.org. The Grantee Organization may, however, reference the Corporation's support for, and the nature of, the Project being pursued under this Grant Agreement. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Compliance with Laws: The Grantee Organization will maintain all necessary licenses and registrations in the jurisdictions in which it operates and will comply will all applicable laws and regulations in carrying out the Project and in its operations generally. Without limiting the foregoing, the Grantee Organization has not and will not (i) knowingly provide material support or resources for acts of violence or terrorism as defined in 18 U.S.C. section 2339A or (ii) directly or indirectly offer or pay, or authorize such offer or payment of, any money or anything of value to improperly or corruptly seek to influence any government official or any other person in order to gain an improper advantage or accept such a payment.

Choose "Upload" and click Continue.



Print & Sign ✕

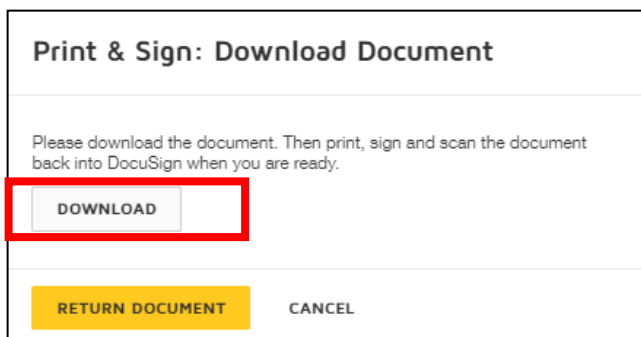
How would you like to return your signed document?

Upload

Fax

CONTINUE CANCEL

Download the agreement.



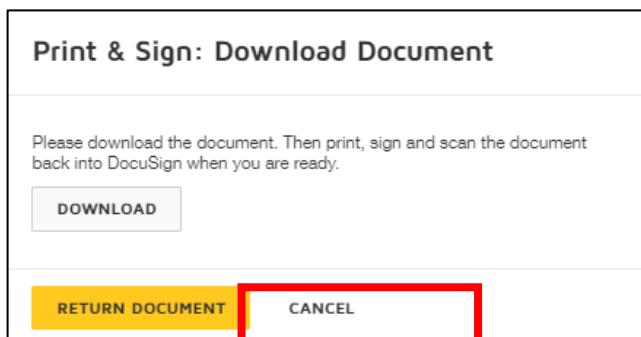
Print & Sign: Download Document

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

DOWNLOAD

RETURN DOCUMENT CANCEL

Once you have downloaded the agreement, click "Cancel".



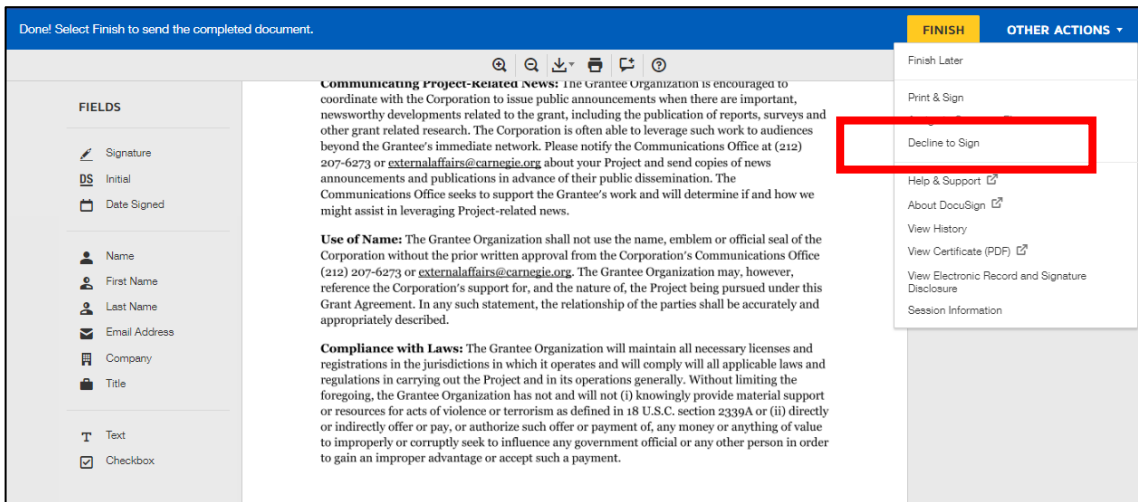
Print & Sign: Download Document

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

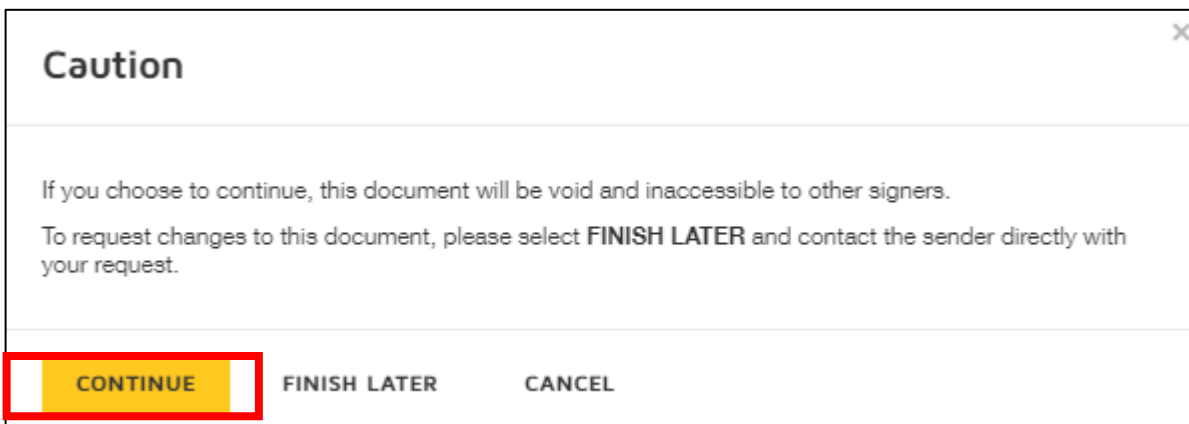
DOWNLOAD

RETURN DOCUMENT **CANCEL**

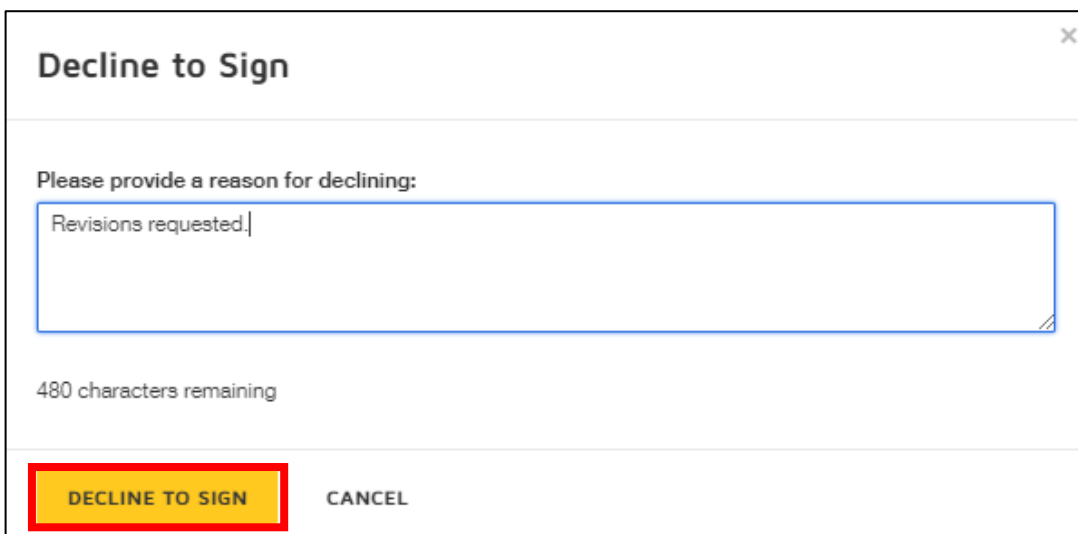
Under the drop-down list of “Other Actions”, click “Decline to Sign”.



Click “Continue”.



Note “Revisions requested” in the reason box and click “Decline to Sign”.

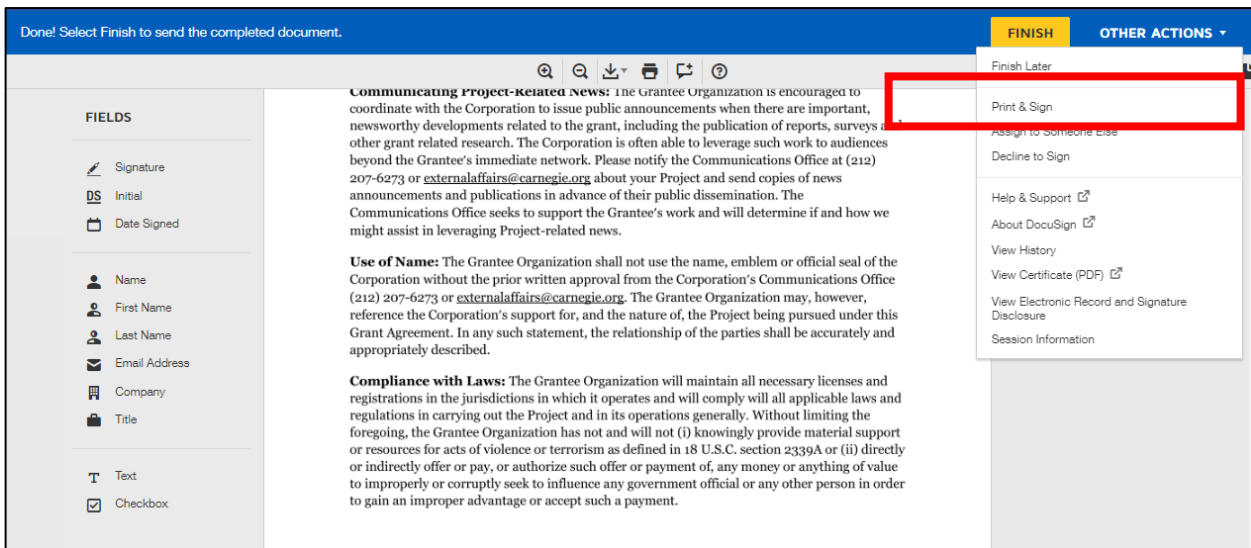


Once you have declined to sign, email the grant agreement you just downloaded and your requested changes directly to the Corporation at grantsinfo@carnegie.org.

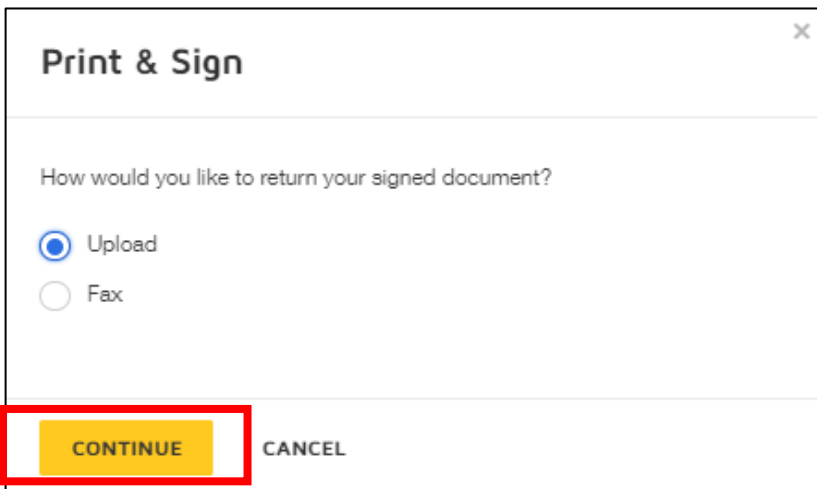
Once the Corporation receives the email, we will incorporate the changes and send you a revised agreement for review and signature.

How to print, sign and return a grant agreement (if you do not sign electronically)

If you prefer, you can print and sign the agreement. Under the drop-down list of “Other Actions”, click “Print & Sign”.



Choose “Upload” and click “Continue”.



Download the agreement. Print, sign and scan the document, then click "Return Document".

Print & Sign: Download Document

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

DOWNLOAD

RETURN DOCUMENT CANCEL

Upload the signed grant agreement.

Print & Sign: Return Document

UPLOAD A FILE

FINISH CANCEL

Finally, click "Finish".

Print & Sign: Return Document

Print and Sign.pdf ✕
9 pages

FINISH CANCEL