



«AddressBlock»

Date

Dear «Name/Company»,

Congratulations! We are pleased to inform you that your project has been selected for a Love Your Block Mini-Grant in the amount of \$«Amount».

This letter outlines the terms and conditions of accepting the grant. Please read this letter carefully, sign and **return this signed award agreement by no later than 5 p.m., Thursday, April 21, 2022**. If you are an organization utilizing a fiscal sponsor, this grant agreement must be read and signed by an authorized representative of the fiscal sponsor organization.

Our offer of this grant is subject to your agreement to:

1. Use the grant funds only as specified in the approved grant proposal. Written approval must be received for budget adjustments.
2. Expend grant funds only during the grant activities term of July 1, 2022 through April 31, 2023. The only authorized uses of funds prior to the grant activities term are a business license if required due to your grant award and insurance related to this grant award required by Attachment B. Authorization shall automatically be granted provided that the grantee meets all required deadlines specified in this agreement.
3. Maintain your records to show and account for the uses of grant funds, and submit copies of all receipts, checks and other payments made with the grant funds in the Final Report.
4. Allow City of Richmond access to records to verify grant expenditures and activities at any time during or after the grant term.
5. Provide written acknowledgment of receipt of grant fund payment.
6. Repay any portion of the funds not used for the specified purposes.
7. Refrain from use of the funds for any purpose prohibited by law.
8. Cooperate with any efforts of CSD to publicize the grant award.
9. Comply with reasonable requests for information about mini-grant activities.
10. Obtain additional approvals and/or permits from City departments, commissions, or City Council as necessary.
11. Take and submit before, during, and after photos of the project and authorize the City of Richmond to utilize and publish the same.
12. Meet terms and conditions specified in Attachment A attached hereto and incorporated herein by this reference.
13. Have all volunteers participating in the project sign the City of Richmond Liability and Waiver prior to their performing any services related to the project and provide copies of the same to the City in the Final Report package.
14. **No later than 5 p.m., Thursday, April 21, 2022**, obtain or show proof of a City of Richmond business license if your mini-grant award exceeds five thousand dollars (\$5,000.00), or if your entity makes more than five thousand dollars (\$5,000.00) within the City of Richmond during the fiscal year.
15. **No later than 5 p.m., Thursday, April 21, 2022**, provide proof of insurance as set forth in Attachment B, Insurance Requirements for Vendors, Suppliers, Small Grant Recipients and Non-profit Organizations, which is attached hereto and incorporated herein by this reference.



PUBLICITY

The grantee shall include “Funded by a Love Your Block Mini-Grant from the City of Richmond City Manager’s Office, Economic Development and Community Services Department” in all content created regarding the project, including but not limited to press releases, news conferences, other media contacts, brochures, announcements, flyers, manuals, reports, etc. The grantee shall additionally utilize all provided logos in all design materials such as brochures, flyers, social media graphics, t-shirts, banners, etc. The grantee shall also tag all of the following City of Richmond social media accounts (@richmondcsd and @richmondloveyourblock on Instagram and Facebook; @RichmondEH on Facebook) in social media content.

FINAL REPORT

A complete Final Report package for the project shall be e-mailed to volunteer@ci.richmond.ca.us no later than **5 p.m. May 31, 2023**. A complete Final Report package is defined as a Final Report with all fields and questions completed, Metrics Report and Budget Report completed, and additional attachments provided including copies of all receipts, checks and other payments made with the grant funds; copies of all signed City of Richmond Liability and Waivers for the project; files of before, during, and after photos of the project site; and files for or web links to outreach and publicity materials developed for the project. **An incomplete Final Report package is a breach of the terms and conditions of this grant agreement.**

PAYMENT TIMELINE

90% of awarded funds shall be disbursed by June 30, 2022.

10% of awarded funds shall be disbursed by June 30, 2023 upon grantee completion of the project and grantee submission of a completed Final Report package. The City of Richmond will review the Final Report package to verify the Final Report is considered complete.

RIGHTS TO MODIFY OR REVOKE

The City of Richmond reserves the right to discontinue, modify, or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in the City of Richmond’s sole discretion, such action is necessary: (1) because you have not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of the City; or (3) to comply with the requirements of any law or regulation applicable to you, the City or this grant.

If the City of Richmond does not receive the required documents specified in this agreement by **5 p.m., April 21, 2022**, this grant may be revoked. If the grantee agrees to these terms, please have an authorized representative sign and return one copy of this letter. We appreciate being able to assist you with your efforts.

ACCEPTED AND AGREED TO:

Organization Name
(Fiscal Sponsor of Applicant, if applicable)

Date

Executive Director (PRINT)

Executive Director (SIGNATURE)

CITY OF RICHMOND:

Community Services Director

Date



Attachment A:

1. It is expressly agreed that the grantee is to perform the services described herein as an independent organization pursuant to California Labor Code Section 3353, under the control of the City as to the result of grantees work only but not as to the means by which such result is accomplished. Nothing contained herein shall in any way be construed to make the grantee or any of its agents or employees, an agent, employee or representative of the City. The grantee shall be entirely responsible for the compensation of any assistants and/or employees used by the grantee in providing said services.
2. This grant shall automatically terminate when the total accumulated compensation granted to the grantee under this grant reaches the amount of the grant set forth in the first paragraph of the grant award letter. The City shall not be responsible for compensating the grantee for any amounts in excess of the grant award.
3. Either the City or the grantee may cancel this grant at any time upon giving the other party ten (10) days' written notice of such cancellation. In the event of cancellation, the grantee shall return any portion of the grant funds not used.
4. The grantee shall not assign this grant, or any part thereof, or any right of the grantee hereunder without the prior written consent of the City at the City's sole and absolute discretion.
5. The grantee shall indemnify, defend and hold the City harmless from and against all claims, demands and causes of action for injury, death or damage to any person or property which may arise or result from the grantee's performance of the activities funded by the grant or from acts or omissions of any person(s) employed by the grantee.
6. The grantee agrees to observe all applicable laws including, but not limited to, the provisions of Section 2.28.030 of the Municipal Code of the City of Richmond obligating every contractor or subcontractor under a contract or subcontract to the City of Richmond for public works or for goods or service to refrain from discriminatory employment practices on the basis of the race, color, sex, sexual orientation, gender identity, religious creed, national origin or ancestry of any employee of, or applicant for employment with, such contractor or subcontractor.
7. Pursuant to Chapter 7.04 and Section 7.04.160 (f) of the Municipal Code of the City of Richmond, if this grant does not exceed five thousand dollars (\$5,000.00) and if the grantee does not make more than five thousand dollars (\$5,000.00) within the City of Richmond during the fiscal year, then the grantee shall be exempt from obtaining a City of Richmond business license.
8. If this grant does exceed five thousand dollars (\$5,000.00), or if the grantee does make more than five thousand dollars (\$5,000.00) within the City of Richmond during the fiscal year, then a City of Richmond business license shall be obtained before any payment under this grant shall be authorized and the business license must be kept current during the term of this grant.



Attachment B:

Insurance Provisions

During the entire term of this grant and any extension or modification thereof, the GRANTEE shall keep in effect insurance policies meeting the insurance requirements specified in the insurance provisions which are attached hereto and incorporated herein by this reference.