



August 20, 2018

Barbara Marin
1515 Country Squire Ct
Decatur, GA 30033

Dear Mrs. Marin,

On behalf of the Board of Directors of Park Pride, I am pleased to inform you that a matching grant of \$2,500 has been approved for Springbrook Park from Park Pride's Small Change Grant Program funded by Home Depot Foundation. This grant is designated for the park improvements outlined in your proposal submitted July 23, 2018. Park Pride applauds the Friends of Springbrook Park for your commitment to your community greenspace and we are pleased to support your efforts.

Enclosed you will find your Grant Agreement and other Grant Documents. Send a signed Grant Agreement to the address at the bottom of the page (Attn: Grants Administration). Once Park Pride receives the signed original, you may begin your project. All of the other enclosed documents can be found on the Park Pride website at <http://www.parkpride.org/get-involved/funding-your-park> and should be submitted to Grants Administration at grants@parkpride.org. Please include your Grant Number and park name in the subject line of all emails. Questions should be directed to Grants Administration at grants@parkpride.org or by phone at 404-546-6852.

John Ahern, Volunteer Manager at Park Pride, can help arrange volunteer work days and also assist in providing tool support. He can be reached at john@parkpride.org or 404-546-6854.

We would like you to publicize your grant award. Please see the enclosed "Announcing Your Grant" document for suggestions on how to generate awareness and grow community support for your project.

We appreciate your commitment to Springbrook Park, and look forward to hearing about your progress.

Sincerely,

Allison Barnett
Park Pride
Associate Director



Park Pride Small Change Grant Agreement

[SC2018.3 Springbrook Park]

Date: August 20, 2018

Grantee: Friends of Springbrook Park

Project Location: Springbrook Park

Grant Funds Awarded: \$2,500

Grant Activity Deadlines:

By February 2019: Progress Report

By August 2019: Final Report

By August 2019: Photos

Project Summary: Installation of a drinking fountain, plastic picnic table and chairs

Grantee agrees to all terms below:

1. Project

- a. To implement Small Change Grant Project SC2018.3 Springbrook Park as outlined in the proposal submitted by the Grantee to Park Pride on or before August 1st 2018 with the following requirements:
 - i. Project has gone through any required permitting and received all necessary approval prior to start of construction.
 - ii. Park Pride must receive Signed Grant Agreement prior to start of project. (Mail original signed document to address at bottom of page.)
 - iii. [Ex. DPRCA Arborist approval of planting plan is required prior to installation of trees.]
 - iv. [Ex. Do not use landscape fabric.]
- b. To complete the project by August 2019.

2. Volunteer Workdays

- a. To comply with all [City of Atlanta / DeKalb County] regulations during work days.
- b. If you would like to request volunteer support for your project from Park Pride, contact John Ahern at john@parkpride.org or 404-546-6854 at least **two months in advance**.

3. Budget

- a. To match the grant funds on a 1:1 basis. 10% of the required match must be cash contributions from the community.
- b. Volunteer labor to complete any project task can count as In-Kind Matching Funds no greater than the amount a professional would charge for the work.



4. Reporting & Documents

- a. Provide electronic copies of before & after photos from the same view/perspective (JPEG format, minimum 300dpi, 600+preferred).
- b. Submit Progress Report(s) and a Final Report by the Grant Activities Deadline listed above.
- c. Submit copies of all plans, construction documents and permits related to the project as they are obtained.

5. Notification

- a. To notify Park Pride in the case of:
 - i. Any change in key personnel of the project or the Friends Group
 - ii. Any change in contact information
 - iii. Significant changes to the project scope or budget are made.
 - iv. Any other development that may significantly affect the project
- b. To notify Park Pride at least **3 weeks in advance** in the case of:
 - i. Groundbreaking events
 - ii. Ribbon cutting events
 - iii. Other important milestones
 - iv. Event collateral to be published
 - v. Permanent sponsor recognition such as, but no limited to a donor wall

6. Communications & Media

- a. To participate in informal email and phone check-ins initiated by Grants Administration.
- b. To include Park Pride mention or logo in any list of contributors, signage, press releases, flyers or other event collateral related to the project. Please contact Rachel Maher, Marketing & Communications Manager for official logo and approval at rachel@parkpride.org or 404-546-7969

7. Hold Harmless

- a. To hold harmless Park Pride, its officers, agents and employees from any and all claim for damages or injuries to persons or property that may be sustained as a result of the performance of the Grantee or his agents in connection with this agreement.

Park Pride agrees:

1. To provide to *Friends of Springbrook Park*, a matching grant of not more than \$2,500 to implement Small Change Grant Project SC2018.3 Springbrook Park as described in this Grant Agreement.
2. To release grant funds as project expenses are incurred upon receiving the following from the Grantee (final 10% will be held until receipt of the final report):



- a. Supporting documentation of Matching Funds raised and spent
- b. Complete Request for Funds form
- c. Invoices, receipts, or purchase orders to support the Current Request

Terminating Conditions

Based upon its sole judgement, Park Pride may, after notification of intent to Grantee, cancel participation in said project including the release of any remaining grant funds, in the event Park Pride finds any one of the following:

- Grantee has failed to abide by the terms of this agreement
- Such cancellation is necessary to comply with requirements of law
- Grantee has failed to make substantial progress in the current project
- Grantee's 501c3 tax-exempt status has been revoked

Park Pride, Inc.

Signed
Allison I. Barnett
Associate Director

8/20/18
Date

Friends of Springbrook Park

Signed
Barbara Marin

Date