

## Park Pride Community Building Grant Agreement

[CB 2018 Lithonia Park]

**Date:** December 18, 2018

**Grantee:** Friends Lithonia Park

**Project Location:** Lithonia Park

**Grant Funds Awarded:** \$42,000

**Grant Activity Deadlines:**

**June 2019: Progress Report 1**

**December 2019: Final Report with photos and Financial Report**

**Project Summary:** Installation of additional fitness equipment and musical sensory equipment as a supplement to a new play structure being installed by DeKalb County

*Grantee agrees to all terms below:*

### **1. Project**

- a. To implement Community Building Grant Project CB 2018 Lithonia Park as outlined in the proposal submitted by the Grantee to Park Pride with the following requirements:
  - i. Project has gone through all 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. Do not use landscape fabric.]
  - iv. [Ex. DRPCA Arborist approval of planting plan is required prior to installation of trees]
- b. To assign a qualified project manager to coordinate with the City of Atlanta and manage all aspects of project implementation including permitting and approvals.
- c. To complete the project by December 31<sup>st</sup> 2019

### **2. Volunteer Workdays**

- a. To comply with all City of Atlanta 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, 600dpi+ 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 Lithonia Park
  - ii. Any change in contact information
  - iii. Significant changes to the project scope, timeline, or budget\*
  - 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 signage and/or sponsor recognition

#### **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](mailto: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 Lithonia Park*, a matching grant of not more than \$42,000 to implement Community Building Grant Project CB 2018 Lithonia 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 \$1,000 will be held until receipt of the final report)

*\* No changes greater than \$1,000 may be made to the Project Budget enclosed without prior authorization from Park Pride. Changes greater than 5% of the Total Project Budget should be approved in writing prior to implementation.*

- 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*

12/19/18

Date

Friends of Lithonia Park



Signed  
Charles Anderson

1-9-19

Date

