

# Park Pride Community Building Grant Agreement

CB.2021.01 Briarlake Forest Park

**Date:** January 30, 2021

**Grantee:** Friends of Briarlake Forest

**Project Location:** Briarlake Forest Park

**Grant Funds Awarded:** \$45,000

**Grant Activity Deadlines:**

**By 7/31/21: Progress Report**

**By 1/31/22: Final Report and Photos**

**Project Summary: Transformation of existing homestead to pavillion/nature center**

*Grantee agrees to all terms below:*

## **1. Project**

- a. To implement Community Building Grant Project CB.2021.01 as outlined in the proposal submitted by the Friends of Briarlake Forest 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.
  - iii. Grantee representative must attend Grant Recipient Workshop on February 24, 2021.
  - iv. Community Engagement Plan must be completed after Grant Recipient Workshop and submitted to Park Pride by March 31, 2021.
  - v. Project must be completed by 1/31/2022.

## **2. Volunteer Workdays**

- a. To comply with all City/County regulations during workdays.

## **3. Budget**

- a. To match the grant funds on a 1:1 basis.
- 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.
- c. To submit any significant changes in scope that affect the budget for approval by Park Pride. *No changes greater than \$1,000 may be made to the Project Budget without prior authorization from Park Pride.*

## **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 Grantee

- ii. Any change in contact information
  - iii. Significant changes to the project scope, timeline, or budget. *No changes greater than \$1,000 may be made to the Project Budget without prior authorization from Park Pride.*
  - 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 and The Home Depot mention or logo in any list of contributors, signage, press releases, flyers or other event collateral related to the project.
- c. To include Team Depot or The Home Depot logos on event collateral related to the project.
- d. To submit any use of Team Depot or The Home Depot logos at least 3 weeks in advance.
- e. To contact Rachel Maher, Marketing & Communications Manager for official logos and approval of use at [rachel@parkpride.org](mailto:rachel@parkpride.org).

## **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 Grantee or his agents in connection with this agreement.

*Park Pride agrees:*

1. To provide to Friends of Briarlake Forest, a matching grant of not more than \$45,000 to implement Community Building Grant Project CB.2021.01 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. Press Release (required for initial disbursement of funds)
  - b. Supporting documentation of Matching Funds raised and spent
  - c. Complete Request for Funds form
  - d. 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.

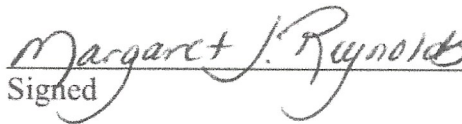


Signed

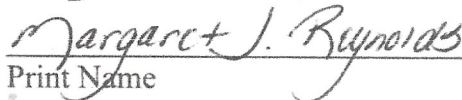
Allison I. Barnett  
Associate Director

2/2/21  
Date

Friends of Briarlake Forest



Signed



Print Name

February 1, 2021  
Date