

October 5, 2017

Lisa Shinew  
3809 Gleneagles Court  
Tucker, GA 30084

Dear Ms. Shinew,

On behalf of the Board of Directors of Park Pride, I am pleased to inform you that a matching grant of \$20,384 has been approved for Henderson Park for “The Beautification of Henderson Park” from Park Pride’s Community Building Grant Program funded by The Home Depot Foundation. This grant is designated for the trail system redesign outlined in your proposal submitted October 28, 2016. Park Pride applauds the Friends of Henderson 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 the 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](mailto: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](mailto:grants@parkpride.org) or by phone at 404-546-7987.

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](mailto: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 Henderson Park and the work you are doing, and we look forward to hearing about your progress.

Sincerely,

Allison Barnett  
Park Pride  
Associate Director

## Park Pride Community Building Grant Agreement

CB 2016.03 Henderson Park

**Date:** October 5, 2017

**Grantee:** Friends of Henderson Park

**Project Location:** Henderson Park

**Grant Funds Awarded:** \$20,384

**Grant Activity Deadlines:**

**By June 1, 2017: Progress Report**

**By January 1, 2018: Final Report with photos and Financial Report**

**Project Summary:** Re-design and improvement of existing trail system, construction of approximately 1 mile of new trail, purchase and installation of signage, pet waste stations, and creek crossing stones

*Grantee agrees to all terms below:*

### **1. Project**

- a. To implement Community Building Grant Project CB 2016.03 as outlined in the proposal submitted by the Grantee to Park Pride on or before September 30, 2016 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.)
- b. To assign a qualified project manager to coordinate with DeKalb County and manage all aspects of project implementation including permitting and approvals.
- c. To complete the project by January 1, 2018.

### **2. Volunteer Workdays**

- a. To comply with all County regulations during work days.
- b. If you would like to request volunteer support for your project from Park Pride and Team Depot, contact John Ahern at [john@parkpride.org](mailto: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 Friends of Henderson 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.
- 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) 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

*\* 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.*

*Park Pride agrees:*

1. To provide to *Friends of Henderson Park*, a matching grant of not more than \$20,384 to implement Community Building Grant Project #CB 2016.03 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):
  - 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 Atlanta, Inc.

Friends of Henderson Park

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Signed  
Allison I. Barnett  
*Associate Director*

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Signed  
Lisa Shinew

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Date

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Date