



May 4, 2017

Ms. Bertha Henry  
County Administrator  
Broward County  
115 S. Andrews Avenue, Suite 409  
Fort Lauderdale, FL 33021

Dear Ms. Henry:

We are pleased to report that the Funders' Network for Smart Growth and Livable Communities is awarding Broward County and the Community Foundation of Broward with a Partners for Places grant. The Partners for Places Selection Committee approved a grant of \$25,000 to Broward County (the "Grantee") to support the proposal submitted this round. Partners for Places is a project of the Funders' Network in partnership with the Urban Sustainability Directors Network. It is made possible with grants provided by multiple foundations. In accepting these funds, the Grantee accepts the terms and conditions described in this award agreement.

**Amount and Purpose of Award:**

\$25,000 to introduce at-risk students to STEM/environmental citizen science, experimentation, mentoring, scholarships and a career path toward environmental science or advocacy/policy making.

**Term:** May 4, 2017 to August 31, 2018

**Disbursement of Funds:**

The Funders' Network will disburse funds to the Grantee upon receipt of:

1. This award letter signed by an authorized officer of your organization, agreeing to the terms and conditions set forth below.
2. Your grant letters or grant agreements verifying a match of at least \$25,000. **Award and grant letters are due as soon as possible, and no later than July 25, 2017.**

**Use of Funds:**

The Grantee will use the grant funds exclusively for the purposes of the specific project described above. The Grantee will repay to the Funders' Network any portion of the grant funds which are not spent or committed for these purposes by the grant end date. Any changes in the purposes for which grant funds are spent must be requested and approved in writing by the Funders' Network before grant funds are expended. Should the Funders' Network determine that grant funds have been expended for any other purpose, the Funders' Network will have the right to withhold any remaining grant payments and receive repayment of funds used for any other purpose.

**Reporting Requirements:**

Periodic and final narrative and financial reports should be submitted according to the following schedule. The narrative report should provide a brief summary of project activities and accomplishments, including an explanation of outcomes achieved, adjustments made, and lessons

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learned. In addition, we will ask for a fiscal accounting of total project income and expenses in a financial report.

**Final Report due:** June 4, 2018

**Narrative Report:**

The narrative report should be **submitted in Word**, limited to 5 pages, and include:

1. A brief executive summary on the outcomes of the award (1-2 paragraphs)
2. A description of project activities and accomplishments, including:
  - a. Sustainability Impacts: Outcomes achieved through the project related to (1) the sustainability goal cited in your proposal, and (2) overall community sustainability progress.
  - b. Modifications, if any, you made to the activities you proposed, the reasons, and implications for the project.
  - c. Partner Relationship Impacts: How the relationship between the sustainability director and local place-based foundation(s) has grown and whether and how it might continue beyond the grant term. Describe any new collaborative projects. Include whether you've received or anticipate additional funding for this or a different project.
  - d. Community Relationship Impacts: How relationships with community partners grew through the grant project, in particular with people of color, people with low incomes, and/or residents from immigrant or refugee communities.
  - e. Equity Impacts: Describe how the project reduced disparities for the most marginalized members of the community while improving well-being for all.
3. Lessons learned from the grant project:
  - a. Lessons about strategies, tools, and tactics that other sustainability directors could use to advance their work.
  - b. Lessons for developing a collaborative relationship between a local government sustainability director and local place-based foundation(s).
4. Copies of any media coverage of the project and two copies of any publication, audio or video program, film or other media project produced by the Grantee under this Grant for archival, research, or presentation purposes. The Funders' Network shall have the right to make, or obtain from the Grantee, additional copies of any Grant product and to disseminate such products.

**Financial Report:**

A financial report should be submitted at the end of the project year that includes:

1. The time period covered by the report.
2. An accounting of project income and expense formatted to show budget, actuals, and any remaining balance.
3. Explanation of any budget variances in excess of 10%.
4. Include a statement that the funds were used solely for their intended purpose.
5. A description of fund award oversight exercised by the Grantee including:
  - a. How the funds received under this award letter were tracked, from initial receipt of funds through final disbursement.

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- b. How the funds granted were monitored, reviewed, and supervised at the board and management levels.
- c. The safeguards and protections that were in place to ensure that funds granted were not distributed for unapproved purposes.
- d. Designation of who had specific signatory authority for the distribution of funds granted under this award letter and include whether anyone else had access to the funds.

**Prohibited Uses:**

The Grantee agrees that it will not re-grant any portion of the funds awarded without the express written permission of the Funders' Network. In addition, the Grantee agrees that it will use the grant funds in compliance with all applicable anti-terrorist financing, sanctions, and asset control laws and regulations. The Grantee agrees not to use any portion of the funds granted to attempt to influence legislation or the outcome of any specific election for candidates to public office.

**Acknowledgment**

When acknowledging the grant in the media or otherwise, the Grantee shall refer to the fund as "Partners for Places - a project of the Funders' Network for Smart Growth and Livable Communities." Any Media Release that refers to the funding source of the Grant shall refer to the "Funders' Network for Smart Growth and Livable Communities." The Grantee must (1) agree to acknowledge the Funders' Network in all Media Releases, and (2) provide copies of all Media Releases to the Funders' Network. The Grantee should coordinate this media activity through TFN's Director of Communications, Tere Figueras Negrete, [tere@fundersnetwork.org](mailto:tere@fundersnetwork.org).

**Media Documentation**

The Grantee shall use its best efforts to document the project by facilitating and/or producing publications, audio or video programming, film or other media regarding the project and make those available to the Funders' Network.

**Funders' Network Contacts for this Award:**

- Project-related questions should be directed to Ann Wallace, Director of Programs, [ann@fundersnetwork.org](mailto:ann@fundersnetwork.org).
- Letters, final reports, and administrative questions should be directed to Ashley Quintana, Senior Program Associate, [ashley@fundersnetwork.org](mailto:ashley@fundersnetwork.org).
- Communications and media-related questions should be directed to Tere Figueras Negrete, Director of Communications, [tere@fundersnetwork.org](mailto:tere@fundersnetwork.org).

In closing, we wanted to let you know that the Funders' Network and the Urban Sustainability Directors Network will be announcing publicly the set of grantees for Partners for Places in the very near future. Awards have been approved to teams from Boulder, CO; Broward County, FL; Chicago, IL; Columbia, MO; Lincoln, NE; Newark, NJ; Syracuse, NY; and Tacoma, WA. The recipients of the Bloomberg Award for Partners for Places – a project of the Funder's Network for Smart Growth and Livable Communities in this round will be Chicago, IL and Syracuse, NY. The Funders' Network will also post the project ideas on the "Idea Bank" on the Funders' Network website to share the many good ideas for sustainability projects generated across the country in response to the RFP.

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We congratulate you for your efforts and are delighted to share the news of this award with you.

Sincerely,



L. Benjamin Starrett  
President and CEO

The undersigned agrees to the terms and conditions set forth in this letter.

Broward County

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CC: Samantha Danchuk, Broward County  
Sheri Brown, Community Foundation of Broward

Reviewed and approved as to form:  
Joni Armstrong Coffey, County Attorney

By Maité Azcoitia 6/19/17  
Maité Azcoitia, Deputy County Attorney

