



GRANT AGREEMENT

Between the
COMMUNITY FOUNDATION OF BROWARD, INC.
 910 East Las Olas Boulevard, Suite 200
 Fort Lauderdale, FL 33301
 954-761-9503

and

Grantee: **Broward County, FL**
 Address: 115 S. Andrews Ave
 Fort Lauderdale, FL 33301
 Contact: Camille Wallace, Esq., Contracts/Grants Administrator
 Broward County HSD/CPD/ Ryan White Part A Program

TERMS AND CONDITIONS OF GRANT

The following terms and conditions must be met by the above named Grantee ("Grantee") in order to receive the grant that has been awarded. If and when the Grantee fails to meet any of these terms and conditions, the Community Foundation of Broward ("Foundation") may withdraw its award and terminate the Grant Agreement ("Agreement") and shall thereupon have no further obligation to disburse to Grantee any remaining unpaid grant funds, and may further require repayment of any grant funds which were not used in accordance with the terms of this Agreement.

I. General Terms

Name of Project: **Peer Counselor Certification Initiative**
 Grant Number: **20170043**
 Grant Amount: **\$60,000**
 Grant Period: **January 1, 2018 – June 30, 2019**
 Payment Schedule: **Upon receipt of signed agreement**
December 15, 2018 **Pending Impact Story and Mid-year report**

II. Grant Purpose

To support the "Peer Counselor Certification Initiative" program, as outlined in the proposal. This is a pilot program that will train 20 HIV+ individuals who are underemployed as Peer Counselors. Once training is complete, individuals will be employed with the Ryan White Part A HIV/AIDS service providers.

Outcome: *Stabilize those in a crisis situation using short and long-term solutions that help them retain or gain independence/self-sufficiency and avoid a spiral into impoverishment*

Measurements:

- 20 HIV+ individuals will be trained and employed as Peer Counselors.

III. Budget and Use of Funds

Funds must be used, by the Grantee, strictly in accordance with the terms of this Agreement, including the grant purpose set forth in paragraph I and II and the final budget on which the grant was based. Any changes must be submitted in writing to the Foundation and be approved by the Foundation.

IV. Reversion of Funds

All funds not expended for the purposes agreed to by the Grantee and the Foundation must be returned to the Foundation.

V. Records Maintenance and Review/ Reports

Grantee must maintain files and records on the project funded and allow Foundation staff reasonable access for the purpose of verifying procedures and operations and financial audits and investigations as deemed necessary concerning the grant. Records must be maintained that identify the purpose for which grant funds have been expended based on project budget submitted. The appropriate Grantee's personnel must be available for discussion on such matters. Maintenance of files and records should be for a period of at least three years after completion or termination of the project.

The Grantee agrees to submit to the Foundation as follows:

Requirement	Due Date	Payment Date	Payment Amount
1. Signed agreement	April 1, 2018	Upon Receipt	\$30,000
2. Impact Story	October 1, 2018	No Payment	N/A
3. Mid-year report	December 1, 2018	December 15, 2018	\$30,000
4. Impact Story	March 15, 2019	No Payment	N/A
5. Final report	June 30, 2019	No Payment	N/A

Grantee agrees to submit to the Foundation reports using the forms available on cfbroward.org/Resources-Forms-Applications and email completed reports with required backup to reports@cfbroward.org. Reports should include narrative information and financial accounting of the expenditure of these grant funds that demonstrate that they were used for the purpose for which the grant is made.

Grantee agrees to submit a minimum of two impact stories in addition to stories submitted with the mid-year and final report. Impact stories should be emailed to: impactstory@cfbroward.org. Stories must follow the following standards:

- Illustrate the impact and the Who, What, Where, When and How
- 150 word limit

Grantee agrees to provide high resolution photos via Dropbox (*min. 800KB for jpeg or resolution at 300 dpi*) and/or videos of your program in action with model releases and allow the Foundation to use them and information about your project in as part of our publicity efforts.

VI. Evaluation/ Site Visits

In order to assess the effectiveness of our grants, the Foundation may conduct an evaluation of the program funded by this grant, which may include written and/or verbal evaluation by the Foundation or a third party authorized by the Foundation.

Scheduled and unannounced site visits may occur by representatives of the Foundation to observe the Grantees program.

Additionally, we would like to be informed when special events are occurring throughout the year so we may have the opportunity to share your organization and programs with our staff, Board members and Donors. This could range from observing a project we funded or other notable programs you implement that would be interesting to showcase.

VII. Publicity

In acknowledgement of the Foundation's support of this program, grantee shall provide the Foundation with appropriate publicity and recognition. **All related promotional materials and communications**

must be submitted for approval no later than three (3) business days prior to print and distribution. This includes print and digital media such as press releases, signage, invitations, announcements, programs, feature stories, materials produced as part of your grant, and other public information for internal and external use. Please follow the communication guidelines available on our website at cfbroward.org/guidelines. This grant was made possible by the following Fund(s) and should be attributed appropriately in all communications, as listed below (list all):

**This has been made possible by support from the following
Community Foundation of Broward Funds:**

**Gilbert Corwin Fund, Theodore H. Gilbert Fund
and Footsteps in the Sand Fund**

The Fund(s) should be recognized exactly as it is listed above. We ask that you submit copies of all such publicity with your project reports. Any statement about Foundation policy or staff should be cleared in advance with the Foundation.

VIII. Special Conditions

Grantee Convening's will take place throughout the grant period, the Foundation will host sessions to share lessons learned, impact and learning opportunities. **Date TBA. Attendance is required by the project managers** and to be determined by the CEO/Executive Director.

IX. Miscellaneous

The Foundation is pleased to provide the grant encompassed by this agreement but cannot accept legal responsibility for the project. Accordingly, the County will, to the extent permitted by section 768.28, Florida Statutes, be liable for negligence attributable to it and its employees.

The Board and staff of the Community Foundation of Broward are pleased to make this grant to your organization. Please sign and return the Agreement as evidence of your understanding of and agreement with the terms outlined. Return completed document to the Community Foundation of Broward, 910 E. Las Olas Boulevard, Suite 200, Fort Lauderdale, FL 33301.

By: _____
Linda B. Carter, President/CEO
Community Foundation of Broward, Inc.

Date

By: _____
Beam Furr, Mayor
Broward County, FL

Date

Reviewed and approved as to form:
Andrew J. Meyers, County Attorney

By: *K. Gordon* 4/27/18
Karen S. Gordon, Assistant County Attorney

