

GRANT AGREEMENT



For Good. For Ever.

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

And

Grantee: **The School Board of Broward County, Florida**
Fiscal Agent: **Broward Education Foundation, Inc.**
Address: 600 SE 3rd Ave. 1st floor
Ft. Lauderdale, FL 33301
Contact: Enid Valdez , Director CTACE (Career Technical Adult Community Education)

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: **Pre Apprenticeship**
Grant Number: **20170058**
Grant Amount: **\$45,000**
Grant Period: **The day after the School Board of Broward County, Florida approval to October 31, 2018**
Payment Schedule: **November 15, 2017** **Pending executed agreement**
April 15, 2018 **Pending Impact Story and Mid-year report**

II. Grant Purpose

To support the "Pre Apprenticeship" program, as outlined in the proposal. A pilot program that will give 60 high school seniors technical employment skills and OSHA 10 industry certification that can lead to employment after graduation in the HVAC, plumbing, electric and carpentry fields. The youth will meet during and after school to learn the trade and work as a paid pre apprentice over the summer to earn the certification. In addition, senior students will earn credits toward college or enrollment into the full apprenticeship program upon graduation.

Outcome:

Increase work-based learning experiences for youth (14-21) by strengthening linkages between the business community, nonprofits, schools and post-secondary institutions to match them to opportunities so they can learn and apply life/soft skills.

Measurements:

- 60 high school seniors will earn industry certification
- 25 high school seniors will work as a paid pre apprentice during the summer of 2018

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 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	November 1, 2017	Upon Receipt	\$22,500
2. Impact Story	January 30, 2018	No Payment	N/A
3. Mid-year report	April 1, 2018	April 15, 2018	\$22,500
4. Impact Story	August 30, 2018	No Payment	N/A
5. Final report	October 31, 2018	No Payment	N/A

Grantee agrees to submit to the Foundation reports using the fillable forms shared with grantee 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:**

**Jim Moran Children's Fund, Mary Lucile Charlton Fund
and Mary and Alex Mackenzie Community Impact 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**

- **Wednesday, November 29 from 9 – 11am a mandatory grantee meeting will be held at the Foundation.** Grantees will learn of expectations regarding PR and communications, reporting requirements, and outcomes as it relates to this grant. **Attendance is required by the project manager(s), and marketing or communication staff.** CEO/Executive Director attendance is optional.
- **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 Grantee agrees to continue to maintain its eligibility for this grant during the entire grant period. This includes, but is not limited to, maintaining its status as an organization qualified under 501 (c)(3) of the Internal Revenue Code and maintaining its principal place of operation and/or providing services according to grant purpose in Section I in Broward County, Florida. If any change occurs in grantee's status, or in key staff responsible for this grant, or in the grantee's ability to execute this grant as approved, the Foundation must be notified immediately. The Foundation is pleased to provide the grant encompassed by this agreement but cannot accept legal responsibility for the project. Accordingly, the Grantee agrees to indemnify and hold harmless the Foundation from any and all liability the Foundation may incur in connection with Grantee's participation and administration of this grant. Nothing herein shall be construed



as a waiver by Grantee of sovereign immunity or of any rights or limits to liability existing under Section 768.28, Florida Statutes.

Public Records. The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. *The Foundation* shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, *the Foundation* shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. *The Foundation* shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if *the Foundation* does not transfer the public records to SBBC. Upon completion of the Agreement, *the Foundation* shall transfer, at no cost, to SBBC all public records in possession of *the Foundation* or keep and maintain public records required by SBBC to perform the services required under the Agreement. If *the Foundation* transfer all public records to SBBC upon completion of the Agreement, *the Foundation* shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the *Foundation* keeps and maintains public records upon completion of the Agreement, *the Foundation* shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, REQUEL.BELL@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301

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.



FOR COMMUNITY FOUNDATION OF BROWARD, INC.
(Corporate Seal)

COMMUNITY FOUNDATION OF BROWARD, INC.

ATTEST:

By _____

_____, Secretary

-or-

Witness

Witness

The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day
of _____, 20__ by _____ of
Name of Person

_____, on behalf of the corporation/agency.
Name of Corporation or Agency

He/She is personally known to me or produced _____ as
identification and did/did not first take an oath. Type of Identification

My Commission Expires:

Signature – Notary Public

(SEAL)

Printed Name of Notary

Notary's Commission No.

