

GA-38-16

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Lisa M. Craig Dept: Planning & Zoning Phone: 410-263-7961 xt. 7790

This is a request to

- ☒ review, approve, and/or sign a grant agreement/award
- ☐ other

Grant title: Preservation 50: Strengthening the Local Economy Through Historic PreservationGrantor: Four Rivers: ALTSCHA, Inc. Amount: \$ 1,800.00

Attestation:

- ☐ Match is *not* required.
- ☒ Match is required. Match will be met in the form of ¹ Staff time, Contract Services -
Annapolis Landmark - 50th Anniversary Budget

I attest that this asset has been approved/appropriated in ² _____

C. F. B. S.
 Department Director signature

Planning & Zoning
 Dept

4/27/16
 Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>LC</u>	<u>4/27</u>	<u>4/27</u>	
<input checked="" type="checkbox"/> Grants Coordinator	<u>NDP</u>		<u>5/12</u>	<u>*Need revised Grant Agreement</u>
<input checked="" type="checkbox"/> Finance Director		<u>5/23</u>	<u>5/23</u>	
<input checked="" type="checkbox"/> City Attorney	<u>OGL</u>	<u>5/19</u>	<u>5/19</u>	<u>to Finance</u>
<input checked="" type="checkbox"/> City Manager				
<input checked="" type="checkbox"/> Mayor				
<input checked="" type="checkbox"/> City Clerk				
<input checked="" type="checkbox"/> Finance Committee				
<input type="checkbox"/> Finance Dept				

Return to Originating Department

GRANT Briefing Document, continued

Provide a short narrative. Include:

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

Program Description ~

Preservation50: Strengthening the Local Economy Through Historic Preservation

Grant Period ~

February 24, 2016 - Until completion

Purpose of Funds ~

These funds will support a presentation and strategic stakeholder meeting led by Donovan Rypkema.

Amount of award ~

\$1,800.00

¹ Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

² Examples: FY__ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.



GRANT BUDGET FORM

4/27/2016

Grant Title Preservation 50: Stregenthing the Local Economy Through Historic Preservation

Grant Award (\$) 1,800..

Originating Department(s): PLANNING & ZONING

Dept Contact (Name/Phone): LISA M. CRAIG EXT. 7790

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries			780.00		780.00	STAFF - L. CRAIG & S. PIPPEN
Benefits					0.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education					0.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
Speaker Fee		1,500.00			1,500.00	
Speaker Travel			250.00		250.00	
Design, Printing & Mailing Services		300.00	700.00		1,000.00	
Program Manager			750.00		750.00	
Social Media Sevices			500.00		500.00	
					0.00	
Total	0.00	1,800.00	2,980.00	0.00	4,780.00	

TOTAL EXPENDITURES*: 4,780.00

* May be different from Grant Award \$ if there is a match requirement.

Match is not required.

[Signature]
Department Director Signature/Date

[Signature]
Department

X Match is required. Match will be met in the form of ⁽¹⁾ Staff Salries, Contract Services (50th Anniversary) Funds, Supplies

I attest that this asset has been approved/appropriated in ⁽²⁾ FY16 OPERATING BUDGET

[Signature]
Department Director Signature/Date

DEPARTMENT OF PLANNING & ZONING
Department

COMMENTS:

(1) Examples (include dollar amounts if applicable): Cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

(2) Examples: FY__ operating budget, a memorandum of understanding, City Council resolution/ordinance.

Four Rivers: The Heritage Area of Annapolis, London Town & South County Mini Grant Agreement

This agreement is entered into as of this ____ day of _____, 20__, by and between the Annapolis, London Town & South County Heritage Area (ALTSCHA, Inc.) (grantor) and the City of Annapolis (grantee).

Grantor has approved the award to grantee of a FY16 grant in the amount of \$1,800.00; it is the purpose of this agreement to describe the formal rights and obligations of grantee arising from the acceptance of the grant.

Now, therefore, the parties do hereby agree as follows:

I. Scope of Work and Budget (REVISED): This mini-grant will support the project, "Preservation50: Strengthening the Local Economy Through Historic Preservation." The project will support a presentation and strategic stakeholder meeting led by Donovan Rypkema. Matching cash of \$2,200 will support speaker travel, consultant fees for a program manager and communications services; One thousand eight hundred dollars from Four Rivers grant funds will support a speaker fee and printing. In-Kind costs are estimated at \$780. The project budget has been REVISED and is attached (appended to the original grant application), and the relevant communications have been noted in the file.

II. Project Schedule (REVISED): The work described will be carried out over a twenty-four-month period commencing upon approval of the mini-grant proposal, so the final due date for this project is **February 28, 2018.**

III. Grant Disbursement: Mini-grants are reimbursable grants; funds must be expended for the funded project before grant funds are disbursed. After completion of project, grantee will submit to grantor a final project report (using a template report supplied by grantor), any invoices, receipts, contracts and other agreements associated with the project, photographs and copy from printed materials from final project, and invoice for mini-grant amount.

Grantee *must* use grant funds in accordance with the approved scope of work, budget and project schedule (attached). Modifications to the grant are permitted if the changes are approved by both parties in writing and the use of grantor's funds does not exceed the original budget total.

IV. Nondiscrimination: Grantee shall not discriminate against any person on the basis of age, race, color, religion, political opinion or affiliation, national origin, ancestry, sex, sexual orientation, marital status, or physical or mental disability.

V. Placement of grant products online: Grantee shall agree to promote any and all grant-funded products on their website and to link the location with the Four Rivers' website (www.fourriversheritage.org).

VI. Acknowledgement of support: Grantee shall acknowledge and give credit to grantor for this project grant received in appropriate credit sections of the products, and in grantee news releases, program announcements, publications, signage, brochures, videos, and any other materials related to the project. ***Acknowledgement in published materials:*** Grantor's **Four Rivers marketing logo and Maryland Heritage Areas logo must appear on printed materials, and on the updated website.** Grantee shall also acknowledge Anne Arundel County and the Maryland Heritage Areas Authority in any printed publications, with the following statement: **"this publication has been financed in part with State Funds from the Maryland Heritage Areas Authority, an instrumentality of the State of Maryland.**

However, the contents and opinions do not necessarily reflect the views or policies of the Maryland Heritage Areas Authority.” Grantee must provide all printed materials to grantor for review prior to publication and/or production to ensure these conditions are met. If acknowledgement conditions as set forth are not met as required, grantor may withhold mini-grant award.

VII. Indemnification: Grantee releases grantor from and agrees that grantor shall not have any liability for, any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by, or asserted or imposed against grantor as a result of or in connection with this project.

VIII. Terms/Termination: This agreement shall remain in effect until grantee’s project has been completed, the final amounts of the grant have been disbursed, all reports and records due by the grantee to the grantor have been submitted and approved by the grantor, and there has been a final settlement and conclusion between grantor and grantee of all issues arising out of the grant. However, if Grantee shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if Grantee shall violate any of the agreements or stipulations of this agreement, grantor shall thereupon have the right to terminate this agreement immediately by giving written notice to grantee of such termination. If mini grant funded project is not begun within one year of this mini grant agreement, grantor may exercise right to cancel mini grant award.

IX. Assignment: This agreement may not be assigned without the prior written approval of grantor in its sole discretion.

Grantor: Annapolis, London Town & South County Heritage Area, Inc.

ALTSCHA, Inc.

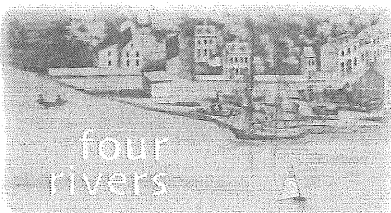
Date:

Grantee: City of Annapolis

SEE ATTACHED PAGE
City of Annapolis

Date:

The logos below are able to be downloaded from the Four Rivers website:
<http://fourriversheritage.org/digital-media/>



THE HERITAGE AREA OF
ANNAPOLIS,
LONDON TOWN,
AND SOUTH COUNTY



ATTEST:

CITY OF ANNAPOLIS

Regina C. Watkins-Eldridge, MMC,
City Clerk

By: Michael J. Pantelides, Mayor (Seal)

APPROVED FOR FINANCIAL SUFFICIENCY:

REVIEWED AND APPROVED BY:

Melissa S. Leaman
~~Bruce T. Miller, Director~~ Melissa S. Leaman Thomas C. Andrews, City Manager
Finance Department Dep. Finance Director

APPROVED FOR FORM AND LEGAL SUFFICIENCY:

Ohlyf Leonard 05/19/2016
OFFICE OF THE CITY ATTORNEY