

**CONFIDENTIAL**  
**GRANT CONTRACT**

Grant #20200632

The Foundation's grant to your organization is for the explicit purpose(s) described below and is subject to your acceptance of the following conditions. PLEASE RETURN A SIGNED COPY TO THE FOUNDATION.

**Grantee:** Mid-Ohio Educational Service Center

**Address:** 890 W. Fourth St., Ste. 100  
Mansfield, OH 44906

**Amount:** \$1,095.90

**Purpose:** *Culturally Responsive Novels in the Diverse ELA Classroom - Abraxas - Cassandra Lowery*

**Grant period:** August 31, 2020 – June 1, 2021

**Payment schedule:** A grant check(s) or funds will be released to you upon our receipt of the signed Grant Contract.

Funds that are not expended or encumbered during the grant period should be returned to Richland County Foundation unless the Foundation makes written authorization to extend the award beyond the original end date of the grant period.

**Special conditions:** Funds may only be used specifically as stated on this contract:

*As requested in the grant application submitted for the 2020-2021 TAP grant cycle.*

**The Foundation office must approve any change in the use of these funds.**

The Foundation staff also should be informed if there are any other program changes.

**Reporting requirements:** To complete the final report; please go to our website at [www.richlandcountyfoundation.org](http://www.richlandcountyfoundation.org). You will find the final report form by clicking Grants and Scholarships, and then choose Grants in the dropdown menu.

In addition, we ask, if possible, for some media coverage of your program to be published identifying the support of the Foundation, and pictures of the program. If you have any digital/electronic media that the Foundation could use in newsletters, annual reports or other publications, please forward them via e-mail to [smarth@rcfoundation.org](mailto:smarth@rcfoundation.org).

**GRANT CONDITIONS**

Following grant conditions must be adhered to in the use of any grant made by the Richland County Foundation.

The funds provided pursuant to this grant may be spent only in accordance with the provisions of this signed contract. The program is subject to modification only with the Foundation's prior written approval.

The grantee shall return to the Foundation any unexpended funds:

1. At the end of the grant period, or
2. If the Foundation determines that the grantee has not performed in accordance with this agreement and approved program/budget, or
3. If the grantee loses its 501(c)(3) tax exemption

No funds provided by the Foundation may be used for any political campaign or to support attempts to influence legislation of any governmental body.

In accepting this grant, the grantee agrees to indemnify, defend and hold harmless the Richland County Foundation from any liability, loss, cost, injury, damage or other expense that may be incurred by the Richland County Foundation or claimed by any third person against it as a result of the Foundation's funding of the project or any action or non-action taken in connection with the project.

The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

Unless otherwise stipulated in writing, this charitable grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

The grantee will furnish the Foundation with a written report, including a fair and complete financial statement and a brief narrative that describes program progress, upon the completion of the program for which the grant has been made. The Foundation may also request interim reports, and, in any case, will be supplied with a report at least once during the term of the grant.

Such reports shall supply sufficient information as necessary for the Foundation to determine that the grant is being used for the purposes intended and for the Foundation to fulfill its own public reporting responsibilities.

The Richland County Foundation is pleased to have made a charitable grant to your organization and looks forward to receiving your Grant Report for this project by **June 1, 2021**. To complete the final report; please go to our website at [www.richlandcountyfoundation.org](http://www.richlandcountyfoundation.org). You will find the final report form by clicking Grants and Scholarships, and then choose Grants in the dropdown menu.


For the Grantee:

  
\_\_\_\_\_  
Signature of CEO/ President/ Executive Director

9/8/2020  
\_\_\_\_\_  
Date

Kevin D. Kimmel  
\_\_\_\_\_  
Print Name and Title

For Richland County Foundation:

  
\_\_\_\_\_  
Bradford S. Groves, President

8/31/2020  
\_\_\_\_\_  
Date



## **Guidelines to publicize your grant**

Congratulations on your recent grant from Richland County Foundation. When the good news of a grant gets publicized, the benefit is widespread and can promote further giving. You receive positive attention for the important work you are doing and the Foundation and its donors are recognized for their support.

The following guidelines are intended to help you communicate information about your grant. Please forward this information to the person in your organization responsible for publications and publicity. The content of any proposed publicity concerning this grant is subject to the review and approval of the Foundation prior to its release.

### **General publicity for your grant:**

- Include news of your grant in publications, news releases, newsletters, brochures, annual reports, website, videotapes, advertisements, reports, direct mail, and other outreach materials.
- Include the Foundation's logo in advertisements, signage, programs, and brochures as appropriate. For a copy of the logo email Maura Teynor, [mteynor@rcfoundation.org](mailto:mteynor@rcfoundation.org).
- Consider including a link to the Foundation's website [richlandcountyfoundation.org](http://richlandcountyfoundation.org) on your agency's website e.g., in a list of supporters.
- "Like" the Foundation Facebook page [facebook.com/RichlandCountyFoundation](https://facebook.com/RichlandCountyFoundation) and post about your RCF grant and then send us the link!
- Follow the Richland County Foundation page on LinkedIn.
- When referencing support from the Foundation, please use this wording: Support for this program/project was provided by a grant from the Richland County Foundation.
- At the end of the news release, please include, along with a description of your agency, the following: The Richland County Foundation is one of the largest private sources of grant making in Richland County and administers over 375 charitable funds established by individuals, families, and businesses. The mission of the Richland County Foundation is to improve and enhance the quality of life in Richland County through strategic philanthropy and community leadership.

### **Let us know:**

- Send us your stories and photos related to your current or previous Richland County Foundation grants so we can share them with our donors and the community.
- Send us a link to media coverage of your grant-related work.