



May 8, 2020

Ms. Mary Templeton  
President and CEO  
Michigan Saves  
230 N. Washington Square, Suite 300  
Lansing, MI 48933

Dear Ms. Templeton:

We are pleased to report that the Funders Network is awarding the City of Ann Arbor and the Ann Arbor Area Community Foundation with a Partners for Places grant. The Partners for Places Selection Committee approved a grant of \$99,252 to Michigan Saves (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:**

\$99,252 to improve the quality of life and health outcomes for low-income seniors while simultaneously reducing energy usage and greenhouse gas emissions.

**Term:** May 8, 2020 to May 8, 2022

Partners for Places fund management will be flexible with grantees so that project work can adapt as needed during the novel coronavirus pandemic. Please reach out to Ashley Quintana, [ashley@fundersnetwork.org](mailto:ashley@fundersnetwork.org), if you anticipate any delays or changes to the work due to these evolving circumstances.

**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 \$99,252. The first year installment will be \$40,879, and the second year installment will be \$58,373 upon receipt and approval of an interim grant report. **Award and grant letters are due as soon as possible, and no later than August 10, 2020.**

**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

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

**Interim Report due:** June 8, 2021

**Final Report due:** June 8, 2022

**Narrative Report:**

Download the [Round 16 Grant Report template](#). The narrative report should be **submitted in Word**, limited to 8 pages, and include all sections. Submit the report to Ashley Quintana, [ashley@fundersnetwork.org](mailto:ashley@fundersnetwork.org), copying Susanna Sutherland, [susanna@saenv.com](mailto:susanna@saenv.com).

**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 are tracked, from initial receipt of funds through final disbursement.
  - b. How the funds granted are monitored, reviewed, and supervised at the board and management levels.
  - c. What safeguards and protections are in place to ensure that funds granted are not distributed for unapproved purposes.
  - d. Who has specific signatory authority for the distribution of funds granted under this award letter and include whether anyone else has 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.” Any Media Release that refers to the

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funding source of the Grant shall refer to “the Funders Network.” 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. Additionally, the Grantee is asked at project completion to provide at least two photos of project work and a brief quote about the project experience and/or the impact of Partners for Places on the community for use in media promotions.

### **Copyrights**

The Grantee hereby grants to the Funders Network a non-exclusive, royalty-free, worldwide, perpetual license, to all of the Grantee’s rights, in all media now known or hereafter developed, to reproduce, distribute, publicly display and perform and create derivative works from all works developed by the Grantee as part of this grant.

The fund was designed by the Funders Network and the Urban Sustainability Directors Network with two primary goals: to catalyze partnerships between local government and local foundations and to advance innovative community-based sustainability initiatives. Matching Fund partners have a further goal for our overall program to learn from the individual project experiences of our Partners for Places grantees and to share the outcomes and lessons learned of the funded project with colleagues and communities across the United States and Canada. For this reason, we may share Partners for Places final report narratives and media documentation on the Funders Network’s website and elsewhere.

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

- Project-related questions should be directed to Susanna Sutherland, Partners for Places Fund Manager, [susanna@saenv.com](mailto:susanna@saenv.com).
- 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 on May 20, 2020. Awards have been approved to teams from Ann Arbor, MI; Burlington, VT; Chicago, IL; Douglas County, KS; Newport, RI; Park City, UT; and Saugeen Shores, ON. The Funders Network will also post these grant descriptions on the Funders Network website.

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

Sincerely,

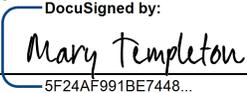


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Patricia L. Smith  
President and CEO

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

Michigan Saves

Signed:  \_\_\_\_\_  
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Name: Mary Templeton

Title: President and CEO, Michigan Saves

Date: 6/12/2020

CC: Missy Stults, City of Ann Arbor  
Jillian Rosen, Ann Arbor Area Community Foundation