



09/07/2023

Emily Lessner
Watertown Unified School District - Douglas
1101 Prospect ST
Watertown, WI 53098

Dear Emily:

The Greater Watertown Community Health Foundation (Foundation) is pleased to inform Watertown Unified School District - Douglas we have approved a grant in the amount of \$23,000.00 to implement Playworks Active Recess (Project) with a Project Start Date of 08/01/2023 and a Project End Date of 06/15/2024.

A Final Evaluation Report must be submitted to the Foundation by 07/01/2024. The Foundation will forward the Final Report document for your completion within approximately 30 days of receipt of signed agreement.

TERMS AND CONDITIONS

This Grant Agreement ("Agreement") is a legally binding agreement between your organization as the "Grantee" and the Foundation. It will be effective upon the Foundation's receipt of this Agreement, signed by an authorized representative of your organization. Once the Foundation receives the signed Agreement, a check for the grant will be sent to the address listed above via USPS.

1. The grant funds are to be used solely for Project as described above and must be used in full by the Project End Date.
2. The Grantee can request a one-time, no-cost extension (no more than 6 months) of the Project End Date. As the phrase "no cost" suggests, there is no additional funding related to the extension.
3. Grantee shall repay to the Foundation any portion of the grant funds which are not spent for Grantee's charitable purposes as outlined in the grant proposal or not used by the Project End Date.
4. Grantee shall not use any portion of the grant funds in a manner inconsistent with the Internal Revenue Code ("IRC") section 501(c)(3), or otherwise contrary to law.
5. The Grantee will notify the Foundation immediately if the proposed project is canceled, at which time the grant funds must be returned to the Foundation.
6. Grantee will furnish the Foundation with any information concerning a change or a proposed change in Grantee's tax-exempt status.
7. Grantee will notify the Foundation with any major change in organization personnel.
8. Grantees are required to share the story of the Project's impact and acknowledge the Foundation through one or more of the following:
 - Post a photo on Facebook or Instagram showing your grant dollars in action and mention/tag the Foundation.
 - Submit a press release and/or photo with caption to a local newspaper and provide the Foundation with an electronic version.

- Submit a story and/or photo with caption to a newsletter or other publication and provide the Foundation with an electronic version.
 - Grantee may use the Foundation's logo for such purposes. Contact Andi Merfeld, Community Engagement and Grants Coordinator, at amerfeld@watertownhealthfoundation.com to obtain an electronic logo. Please send draft press releases to the Foundation for review prior to release.
9. Grantee acknowledges the Foundation will report this grant in tax filings, reports to community via press release and other written and verbal communications to community stakeholders. Grantee will reasonably cooperate with any efforts of the Foundation to publicize the grant.
 10. It is the Foundation's intent that all grant funds be dedicated to accomplishing their charitable purpose. Accordingly, Grantee agrees to not gift the Foundation, its Board members, committee members or staff with certificates, plaques, or other mementos.
 11. The Foundation will contact the Grantee approximately mid-way through the time from issuance of the grant and the Project End Date for a progress update or site visit. The Foundation reserves the right to contact the Grantee and/or do a site visit as frequently as the Foundation deems appropriate.
 12. Within thirty (30) days of the Project End Date, the Grantee will provide the Foundation with a completed Final Evaluation Report including a review of actual expenses, outputs and outcomes. Failure to return the completed report(s) will negatively impact the organization's probability of future funding.

SIGNATURES:

Greater Watertown Community Health Foundation

 9/7/2023

Tina Crave, President & CEO

Date

Watertown Unified School District - Douglas

 9/21/2023

Emily Lessner

Date