



April 1, 2016

Ms. Carla Powers
Library Manager
Duluth Public Library
520 West Superior Street
Duluth, MN 55802

Dear Ms. Powers:

I am pleased to inform you that a grant for \$2,500.00 from the Duluth Legacy Endowment Fund for your project/program – "Mt. Royal Branch Toddler Books & Bins" was approved at the March 30, 2016 meeting.

Enclosed please find our Grant Agreement. If these conditions are acceptable to you, please return the signed and dated document to us as soon as possible. Once the agreement has been received, a check for \$2,500.00 will be mailed to Duluth Public Library.

As we understand the term of this grant to be through September 30, 2016, please submit a Final Project Report, including all requested materials, by November 29, 2016. This Final Report and instructions for its completion, is accessed through the online grant application portal, which you can find through our web site (www.dsacommunityfoundation.com). The report will help us determine the effectiveness of this grant.

We also request that the Community Foundation be credited for this grant in all related publicity materials and that you forward copies of those materials to us for our files. Credit lines should read, "Funded (or Funded in part) by the Duluth Legacy Endowment Fund of the Duluth Superior Area Community Foundation."

We are very pleased to be able to help you with your project and wish you continued success.

Sincerely,

A handwritten signature in dark ink, appearing to read "Holly C. Sampson".

Holly C. Sampson
President

Enclosure

C: Susan Schumacher

Private giving for the public good.

"Fostering generosity, civic engagement, and inclusiveness"

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**DULUTH SUPERIOR AREA COMMUNITY FOUNDATION
GRANT AGREEMENT**

The undersigned hereby agrees to the following grant conditions:

1. To use the funds only for the designated purpose as described in the grant application and subsequent grant notification letter; to notify the Duluth Superior Area Community Foundation of and obtain its consent to any substantial deviation from said grant application, to use the grant in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued there under; and to not use the funds for any purpose prohibited by law.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which, and manner in which, grant funds have been expended. Expenses charged against this grant may not be incurred prior to the date the grant period begins or subsequent to its termination date. The grantee will return any unexpended funds to the Foundation at the close of the grant period.
3. To ensure the grant funds are not used to commit, advocate, facilitate or participate in terrorist acts, to influence legislation, to influence the outcome of any public election, or to carry on a voter registration drive.
4. To permit the Duluth Superior Area Community Foundation, at its request, to have reasonable access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
5. To return to the Duluth Superior Area Community Foundation any unexpended funds or any portion of the grant which is not used for the purposes specified herein.
6. To recognize the Duluth Superior Area Community Foundation in all publicity materials related to the funded project or program, as specified in the grant notification letter.
7. To submit the Final Project Report, including all requested materials, by November 29, 2016 as specified in the grant notification letter.

Name of Organization: Duluth Public Library
520 West Superior Street
Duluth, MN 55802

Payee: Duluth Public Library
520 West Superior Street
Duluth, MN 55802

Project Title: Mt. Royal Branch Toddler Books & Bins

Grant Amount: \$2,500.00 **Fund:** Duluth Legacy Endowment Fund

Grant Number: 20160049

Printed Name

Signature

Title

Date

~Please remember that in order to promptly process your agreement and distribute funds, this form must be signed and returned to the Community Foundation within a month of the date received. An extension may be approved if necessary.