



Taking Root Tree Fund Grants

Terms of Agreement

The Tree Fund is an initiative of Taking Root. All fiscal disbursements and reporting will be executed between the Grantee and Taking Root. In accepting these funds, the Grantee accepts the terms and conditions described in this award agreement.

Disbursement of Funds:

Taking Root will disburse funds to the Grantee upon receipt of this award letter signed by an authorized officer of your organization, agreeing to the terms and conditions laid out below. The full award of \$0,000 will be disbursed upon receipt of this signed letter.

Use of Funds:

The Grantee shall expend the award funds exclusively for the purposes described in this agreement. The Grantee will repay to Taking Root any portion of the grant funds which are not spent or committed for these purposes by the award end date (12/31/2017). Any change in the purposes for which award funds are spent must be requested and approved in writing by Taking Root before award funds are expended. Should Taking Root determine that award funds have been expended for any other purpose, Taking Root will have the right to withhold any remaining grant payments and receive repayment of distributed funds used for any other purpose.

Reporting Requirements:

A final Report will be due at project completion. The report should contain a brief narrative summary of project activities as outlined below. Additionally a financial report should be included, reflecting an accounting of income and expenses related to the award. See below for reporting details. Public acknowledgement of Taking Root through press, social media, websites, newsletters etc. see below for reporting guidelines. The Final Report is due no later than 00/00/0000, regardless of when award activities have been completed. Failure to submit a report may result in repayment of the full grant amount to Taking Root.

Narrative Summary:

The narrative report should be **submitted in Word**, to mstenger@takingroot.info, should be no more than 3 pages, and include:

- A brief executive summary on the outcomes of the award (1-2 paragraphs)
- A description of project activities and accomplishments, including: Outcomes achieved, species and number of trees planted and/or the number of acres reforested. (These should be based on project outcomes received in application)
- Modifications you made to the activities proposed, the reasons, and implications for the project.
- Success stories and photos that can be shared

Media Coverage:

Please include copies of media coverage of the project and two copies of any publication, audio or video program, film or other media project produced by the Grantee under this award for archival, research, or presentation purposes.

Be sure to share pictures and project updates with us on social media.

Twitter - @takingroot2020 | Facebook - Taking Root 2020 | Instagram #takingroot2020

Financial Report:

The financial reports should include:

- An accounting of project income and expenses formatted to show budget, actuals, and any remaining balance.
- The time period covered by the report.

Prohibited Uses:

The Grantee agrees to use all funds awarded according to the grant agreement and budget outlined below. If the Grantee wishes to make any changes to the budget, they must request approval of such changes with Taking Root before expending any funds in the requested allocations. In addition, the Grantee agrees that it will use the award funds in compliance with all applicable 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.

Acknowledgement:

When acknowledging the award in the media or otherwise, the Grantee shall refer to the award as awarded by Taking Root. The Grantee must provide copies of all media releases to Taking Root. The Tree Fund Awards were created by Taking Root with the goal of supporting promising reforestation and forestry projects that align with Taking Root's mission to inspire and empower all to conserve and improve our region's unique and threatened tree canopy. Taking Root has a further goal of learning from the individual project experiences of our grantees and to share the outcomes and lessons learned with colleagues and tree-related entities throughout the region and beyond. For this reason we intend to share final report narratives and media documentation on the Taking Root website and elsewhere.

Contact for this Award:

All questions, reports, and communications should be directed to the Taking Root Executive Director, Matt Stenger mstenger@takingroot.info

In closing, we want to let you know that Taking Root will be publicly announcing the Tree Fund Award winners in the very near future. We congratulate you for your efforts and look forward to forging a mutually beneficial relationship.

Sincerely,

Matt Stenger | Executive Director

Phone: 513-834-8441

Email: mstenger@takingroot.info

www.takingroot.info

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

(Organization)

(Officer's Name)

Signed: _____