



## AUSTIN PARKS FOUNDATION

### ACL Music Festival Grants Program Project Agreement

As a recipient of an Austin Parks Foundation grant, **North Shoal Creek Neighborhood Association**, hereafter referred to as Grantee, is expected to fulfill the terms stated in this agreement. In the event that the terms of the agreement are not met, the Austin Parks Foundation retains full right to revoke the grant and any grant program obligations, financial or otherwise, it may have to Grantee.

1. Austin Parks Foundation will provide Grantee up to **\$10,000** for the execution of the approved project\*, hereafter referred to as the Project. The Project will be completed by October 24, 2017. If unforeseeable circumstances prevent timely completion of the Project, Grantee may request a deadline extension at least 30 days prior to October 24, 2017, but such an extension is not guaranteed. Extensions will not be granted a second time.
2. The attached budget is the guideline for approval of expenses. Grantee will be reimbursed for expenses incurred for the Project. Payment can be made directly to a service provider/vendor. Payment or reimbursement by Austin Parks Foundation will be made within 30 days of expense approval. All requests for payments or reimbursements must be accompanied by the appropriate invoice or receipt and must be submitted by October 24, 2017 through our online check request form at: <https://austinparksfoundation.wufoo.com/forms/sfa-check-request-form/>
3. Grantee will recognize Austin Parks Foundation in any publicity associated with, referring to, or produced for the Project. This includes but is not limited to websites, social media, newsletters, flyers, t-shirts, press releases, and media interviews. Grantee will include Austin Parks Foundation logo, where appropriate, in any promotional materials related to the Project. Austin Parks Foundation may provide temporary signage to be displayed at the grant site. Austin Parks Foundation staff should be invited to events related to the grant project.
4. If requested, Grantee will coordinate with Austin Parks Foundation to stage a check presentation ceremony.

5. Grantee will provide regular updates on the progress of the project to Austin Parks Foundation staff. If requested by Austin Parks Foundation, Grantee will present plans for and progress of the Project to Austin Parks Foundation Board of Directors members.
6. Following completion of the Project, Grantee will submit a report to Austin Parks Foundation summarizing the Project, detailing its expenses, and evidencing matching values for grant monies provided. Photos documenting the Project should be included. The report should be submitted within two weeks of October 24, 2017.
7. All granted projects and programs must comply with the rules and specifications of Austin Parks & Recreation or other appropriate public agencies. It is the responsibility of the Grantee to obtain all necessary approval, permits, etc. from Austin Parks & Recreation and/or other city departments for the Project. Austin Parks Foundation shall not be held liable for work done without obtaining proper permission from City staff.

\*See cover letter and budget for project details and conditions.

I agree to the terms and conditions stated in this agreement and the attached budget and letter.

Signed: Sarah Cat Brandon

Date: 11/4/14

Name: Sarah Brandon

Title: Vice-President, NSCNA

Organization: North Shoal Creek Neighborhood Association