



40 NW 3rd Street
Suite 305
Miami, FL 33128-1838
305.371.2711

September 24, 2019

LaKeesha Morris-Moreau
Town of Cutler Bay
Sent Electronically to: lmoreis-moreau@cutlerbay-fl.gov

Dear Lakeesha,

Congratulations! The Miami Foundation has approved a **\$15,000.00** grant to **Town of Cutler Bay** as part of the **Miami-Dade Counts 2020** grant program. This Program is powered by Allegany Franciscan Ministries, the Census Equity Fund, The Children's Trust, Commissioner Eileen Higgins District 5, Health Foundation of South Florida, the John S. and James L. Knight Foundation, The Miami Foundation, Stearns Weaver Miller, and the Wallace H. Coulter Foundation with support from the FIU Metropolitan Center, Radical Partners, United Way of Miami-Dade, and the Early Learning Coalition of Miami-Dade and Monroe Counties.

The grant is to be used for the following purpose: Funding from Miami-Dade Counts Grant Program will allow the Town to implement a grassroots outreach campaign to include; community canvassers, targeted digital and print marketing, engagement with HOAs and other community groups, outreach to neighboring municipalities, and public information sessions.

The terms and conditions of this grant are contained in the attached grant agreement. Grant payments will be made according to the terms outlined in the agreement.

The signed grant agreement and electronic payment information should be submitted **by Friday, October 4**. Please submit this information via Submittable using the **Submit your Grant Agreement and Payment Information** form link at <https://themiamifoundation.submittable.com>.

Any questions about the grant should be directed to me at LLinzer@miamifoundation.org.

Congratulations on behalf of the Miami-Dade Counts 2020 collaborative!

Sincerely,

A handwritten signature in blue ink that reads "L. Linzer".

Lindsey Linzer
Senior Director of Programs and Grants Administration
The Miami Foundation



**THE MIAMI FOUNDATION
MIAMI-DADE COUNTS 2020
GRANT AGREEMENT**

Grantee Legal Name:	Town of Cutler Bay		
Grantee EIN:	02-0768791		
Grant Amount:	\$15,000.00	Terms:	October 1, 2019 to May 31, 2020
Grant Description:	Funding from Miami-Dade Counts Grant Program will allow the Town to implement a grassroots outreach campaign to include; community canvassers, targeted digital and print marketing, engagement with HOAs and other community groups, outreach to neighboring municipalities, and public information sessions.		

Terms and Conditions: In accepting this grant award, the organization agrees to the following:

1. To use the funds for the purpose described in this Agreement and in accordance with the proposal approved by the Foundation. Any changes to the program scope, intent or budget must be authorized in advance in writing by The Miami Foundation. If the funds are not used in accordance with the terms outlined in the Agreement, the Grantee must repay those funds to the Foundation.
2. To maintain financial records consistent with generally accepted accounting principles; have them audited annually as appropriate to your organization.
3. To prominently acknowledge that support has been provided by The Miami Foundation in any and all publications and materials produced by the recipient in connection with or regarding this project.
 - a. The Miami Foundation's logo is available on our website, miamifoundation.org/logos.
 - b. Recipients are required to recognize the Foundation's support on their web sites, promotional materials, media releases, reports and other printed materials.
 - c. Any use of the Foundation's name and/or logo on digital or printed promotional materials or items/documents for media release must be reviewed and approved. Recipients are required to submit draft materials for approval to Ana Mantica, Editorial Officer, at amantica@miamifoundation.org
4. To report on the grant as per the schedule in this agreement and following the Foundation's reporting guidelines; and be prepared to provide additional information and documentation if requested.
5. Grantee will maintain its tax-exempt status as a Section 501(c)(3) organization classified as a public charity under Sections 509(a)(1) or (2) current throughout the period of this grant.
6. As required by IRS rules, The Miami Foundation funds will not be used: a) to carry on lobbying activities as defined under Section 501(c)(3) of the Internal Revenue Code; b) for partisan political activities which are prohibited under Section 501(c)(3); c) to make a grant to any individual for travel, study or other similar purposes or to make a sub-grant to any other organization unless the grant complies with Section 4945(d)(3) or (4) of the Internal Revenue Code and the grant has been detailed in the approved grant plan and budget; or (d) to undertake any activity for any purpose other than the charitable and educational purposes specified in Section 170(c)(2)(B) of the Internal Revenue Code.

Payments:

7. The full payment of the stated Grant Amount will be issued within 30 days of The Miami Foundation receiving complete required documentation that includes: this signed grant agreement; electronic payment information; a 2019 W-9; and a final project budget.

Please submit this information via Submittable using the **Submit your Grant Agreement and Payment Information** form at <https://themiamifoundation.submittable.com>.

Reports

- 8. Recipients must demonstrate compliance with this agreement and sufficient performance on supported activities. Failure to comply with this agreement could result in pending payments, if any, being withheld or withdrawn and make the organization ineligible for future grants.
- 9. A grantee touch base email update is due by **February 1, 2020**.
- 10. A final report, both narrative and financial, is due by **June 15, 2020**.

All reports relating to this grant should be submitted to The Miami Foundation via our Submittable site using the **Grant Programs Reports** form link at <https://themiamifoundation.submittable.com>.

Signature and Submission:

Please sign this grant agreement and submit this document, electronic payment information, a 2019 W-9 and a revised budget if required to The Miami Foundation via Submittable using the **Submit your Grant Agreement and Payment Information** form at <https://themiamifoundation.submittable.com>. Keep a copy of the signed document for your grant files.

I agree to and accept the terms of this grant award by The Miami Foundation. I understand that grant awards are typically made through competitive cycles each year. Unless program guidelines state otherwise, recipients should view the Foundation's grants as one-time awards to help advance their work during the grant period and should not be counted on as a recurring source of support. I understand that recipients are strongly encouraged to use this opportunity to secure and leverage other financial support for on-going activities.

Signature of Chief Executive Officer or Representative authorized to enter grant agreements

Name: Rafael G. Casals
Title: Town Manager
Signature: 
Date: 9/26/19

Signature of The Miami Foundation

Name: Charisse Grant
Title: Senior Vice President for Programs and Grants Administration
Signature: 
Date: September 24, 2019