

Project Contract
between the
COMMUNITY FOUNDATION OF BROWARD, Inc
910 East Las Olas Boulevard, Suite 200
Fort Lauderdale, FL 33301
954-761-9503

And

Provider: **City of Fort Lauderdale**
Address: City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301
Contact: Jorg Hruschka, Chief Service Officer

TERMS AND CONDITIONS

The following terms and conditions must be met by the above named Provider (“Provider”) in order to receive the grant that has been awarded. If and when the Provider fails to meet any of these terms and conditions, the Community Foundation of Broward (“Foundation”) may withdraw its award and terminate the Contract (“Contract”) and shall thereupon have no further obligation to disburse to Provider any remaining unpaid grant dollars, and may further require repayment of any grant dollars which were not used in accordance with the terms of this Contract.

I. Project Terms

Name of Project: **Volunteer Services Network**
Project Number: **20120816**
Project Amount: **\$30,000**
Date Approved: April 23, 2013
Project Period: May 15, 2013 through April 30, 2014
Payment Schedule: \$15,000 on May 15, 2013 (*pending receipt of signed agreement*)
\$15,000 on November 15, 2013 (*pending receipt of Report #2 on October 7*)

II. Project Purpose

The Volunteer Services Network has two main initiatives as part of plan: 1) City Ambassadors will educate community on pedestrian safety and be the friendly face of Fort Lauderdale to visitors utilizing a minimum 60 boomer volunteers for 2 hours per week. 2) The Cross-Generational Mentorship will utilize a minimum of 40 boomer volunteers as mentors for local students for up to two hours per week. Program participants will meet weekly at City-designated locations throughout the school year. The new online volunteer management system will serve as an everyday tool to track, schedule, and report on these and other volunteer efforts in the city. These priority areas were identified through a comprehensive visioning effort that gathered input from over 5,000 city resident (over 30% of which were boomers).

As outlined in Volunteer Services Network Service Plan.

III. Reports and Meetings

A report is required to be submitted **one week prior** to all Re-engage for Good City Challenge Partner meetings listed in the **Special Conditions** section IV. The report form is attached as *Addendum B*. Publicity submissions are also required.

IV. Special Conditions

In order to receive ongoing technical support services from Bloomberg Philanthropies Cities of Service, we require all City Challenge grantees be in good standing with Cities of Service. To be in good standing, the current City Mayor must have a signed Declaration of Service (sample is attached as *Addendum C*) on file with Cities of Service.

As a recipient of a Re-engage for Good City Challenge grant, attendance is required at the **four** Partner meetings and occasional special community and Foundation events. Failure to participate in the scheduled meetings may be considered a default on the project and result in a discontinuation of the grant and may require a refund to the Community Foundation. **Additionally, we require that a copy of your Service Plan be posted on the appropriate page on your city’s website.**

Meetings and Reporting Dates

	Meeting & Date	Time	Who	Report Due
1.	Partner Meeting July 16, 2013	9:00 - 11:00 a.m.	<ul style="list-style-type: none"> • Required: Program Manager or Chief Service Officer • Optional: City Manager, City Mayor, Commissioners, Program Volunteers 	<ul style="list-style-type: none"> • July 9, 2013 by 12:00 p.m.
2.	Committee Meeting Presentations September 2013 (date TBA)	Time TBA	Note not all partner cities will present at the Committee Meeting. Details shared as they become available.	
3.	Partner Meeting October 15, 2013	9:00 - 11:00 a.m.	<ul style="list-style-type: none"> • Required: Program Manager or Chief Service Officer • Optional: City Manager, City Mayor, Commissioners, Program Volunteers 	<ul style="list-style-type: none"> • October 8, 2013 by 12:00 p.m.
4.	Committee Meeting Presentations December 2013 (date TBA)	Time TBA	Note not all partner cities will present at the Committee Meeting. Details shared as they become available.	
5.	Partner Meeting January 21, 2014	9:00 - 11:00 a.m.	<ul style="list-style-type: none"> • Required: Program Manager or Chief Service Officer • Optional: City Manager, City Mayor, Commissioners, Program Volunteers 	<ul style="list-style-type: none"> • January 14, 2014 by 12:00 p.m.
6.	Committee Meeting Presentations March 2014 (date TBA)	Time TBA	Note not all partner cities will present at the Committee Meeting. Details shared as they become available.	
7.	Partner Meeting April 29, 2014	9:00 - 11:00 a.m.	<ul style="list-style-type: none"> • Required: Program Manager or Chief Service Officer • Optional: City Manager, City Mayor, Commissioners, Program Volunteers 	<ul style="list-style-type: none"> • April 22, 2014 by 12:00 p.m.
8.	Closing Event May 2014/June 2014 (date TBA)	Time TBA	<ul style="list-style-type: none"> • Required: Program Manager or Chief Service Officer and City Mayor • Optional: City Manager, Commissioners, Program Volunteers 	

V. Evaluation/ Site Visits

In order to assess the effectiveness of the project, the Foundation conducts an evaluation of the program, which may include visits by representatives of the Foundation to observe the Provider’s program procedures and operations and to discuss the program with the Provider’s personnel. **Additionally, you must inform the Foundation in advance when program related events are occurring so we may share opportunities to**

participate with our staff, Board members and Donors. This could range from observing the project we funded or other notable programs you implement that advance the Re-engage for Good City Challenge initiative.

VI. Publicity

You must follow the Re-Engage for Good City Challenge Communication Guidelines included as *Addendum A* with this contract (These guidelines are also available on our website at cfbroward.org/resources for nonprofits). All digital and traditional media-press releases, programs, announcements, invitations, feature stories, materials produced as part of your project, and other public information must be approved by the Foundation and must mention the Foundation’s support of this project. Submit copies of all such publicity with your project reports. For questions or assistance, contact Thor Barraclough, Chief Communications Officer at tbarraclough@cfbroward.org.

VII. Budget and Use of Funds

Funds must be used, by the Provider, strictly in accordance with the terms of this Contract based on the proposal and budget submitted on which this award was based. Any changes must be submitted in writing to the Foundation and be approved by the Foundation.

XIII. Reversion of Funds

All dollars not expended for the purposes agreed to by the Provider and the Foundation must be returned to the Foundation.

IX. Miscellaneous

The Provider agrees to continue to maintain its eligibility for this grant during the entire project period. This includes, but is not limited to, maintaining its status as a municipal corporation organized under the laws of Florida. The Foundation is pleased to provide the grant encompassed by this agreement but cannot accept legal responsibility for the project. Accordingly, the Grantee agrees to indemnify and hold harmless the Foundation from any and all liability the Foundation may incur in connection with Grantee’s participation and administration of this grant.

The Board and staff of the Community Foundation of Broward are pleased to make this grant to your organization. Please sign and return the Contract as evidence of your understanding of and agreement with the terms outlined. Return completed document to the Community Foundation of Broward, 910 East Las Olas Boulevard, Suite 200, Ft. Lauderdale, FL 33301.

By: _____
Linda B. Carter, President/CEO
Community Foundation of Broward, Inc.

_____ Date

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first above written.

WITNESSES:

CITY OF FORT LAUDERDALE, a municipal Corporation of the State of Florida:

By _____
John P. "Jack" Seiler, Mayor

Witness Print Name

Witness Print Name

(Corporate Seal)

ATTEST:

Jonda K. Joseph, City Clerk

Approved as to form:

Assistant City Attorney

ADDENDUM A
Communications Guidelines for
Re-engage for Good City Challenge Grant Recipients

Congratulations on being selected as a Re-engage for Good City Challenge grant recipient! **Re-engage for Good** is an initiative aimed at ensuring new retirees can use their skills and interests to make a difference in their communities.

The impact for Broward will be tremendous. We will have a more connected and fulfilled community and expand the human capital to address the myriad of issues faced by our community.

The purpose of Re-engage for Good is to engage retired, or soon-to-retire, baby boomers to use their time and years of experience to result in community improvement and social change.

Now is the perfect time to raise awareness of your city and the difference you will make with your Community Foundation of Broward Re-engage for Good City Challenge project. Remember, we are able to award this grant to you because generous people have been establishing philanthropic Funds at the Community Foundation for more than 29 years. We are proud to help realize their visions and preserve their values through projects such as yours.

WHY

Recognition of your project elicits attention for your mission and programs. It may also encourage contributions to both your nonprofit and the public resource that is the Community Foundation.

To create greater awareness and to demonstrate the impact of your Re-engage for Good City Challenge project, please share the news of your grant in a press release, in your newsletter, on your Web site and in other appropriate materials. Please include a link on your Web site to the Community Foundation (cfbroward.org) and remember any announcement via email **must mention the below Re-engage for Good City Challenge boilerplate and logo**. For a copy of the Re-engage for Good logo please email tbarraclough@cfbroward.org. The Re-engage for Good City Challenge boilerplate is below.

About the Community Foundation of Broward

Founded in 1984, the Community Foundation of Broward's mission is to provide leadership on community solutions, and foster philanthropy that connects people who care with causes that matter. A public nonprofit organization with more than 450 charitable and agency endowment Funds representing \$150 million, it has distributed \$60 million to support community solutions over the past 29 years. The Foundation's focus adjusts to the most pressing needs in the community. Current initiatives include the **Re-engage for Good** campaign to move retiring baby boomer professionals into encore careers for social good, support of arts and cultural programming and education, and the Leadership Institute, which offers on-going educational programs for nonprofit CEOs, board members and human resources professionals.

For more information about the Community Foundation of Broward, visit our website www.cfbroward.org or call 954.761.9503.

HOW

1. Refer to support as: *This Re-engage for Good City Challenge program was made possible by a grant from the Community Foundation of Broward.*
2. Apply the below writing tips and template to write a press release.

3. Include an electronic picture at 300 DPI. A good quality image of high profile people with program participants often leads to coverage. Also, an action shot makes a statement.
4. **Send draft release and photo to the Community Foundation for approval.**
5. Send final release and media list to the Community Foundation.
6. **Share any coverage you receive that includes the Community Foundation.**
7. **For a copy of the Re-engage for Good and City Challenge logo please email tbarraclough@cfbroward.org.**

COMMUNITY FOUNDATION MATERIAL

Thank you for including the logo with written acknowledgement where suitable. We can provide it electronically in black-and-white or color. In addition to the end of your news releases, include the following Community Foundation boilerplate in materials when appropriate.

WRITING TIPS

- Get to the point quickly and support it with quotes and evidence.
- Use proper grammar and punctuation. Don't rely on spell check.
- Address the 5 Ws (who, what, when, where, why and how) in the news release.
- Write in pyramid style with the most important information first.
- Include quotes to convey opinion and humanize.
- Write objectively, as if you have no affiliation with the organization.
- Write in the third person. Only use first person pronouns in direct quotes (e.g. I, we, us).
- Email the release, be sure to include contact information only once.
- Hyperlink information to provide ease to reporters. (e.g. link your CEO's name to their bio on your website.)

LOGO

For a copy of the Re-engage for Good and City Challenge logo please email tbarraclough@cfbroward.org.

CONTACT

If you have any questions about publicity for your Re-engage for Good City Challenge project, please contact **Thor Barraclough**, Chief Communications Officer at tbarraclough@cfbroward.org, or call 954.761.9503 x105.

PRESS RELEASE TEMPLATE

FOR IMMEDIATE RELEASE

Today's Date

Contact: Name

Phone/Email

XYZ RECEIVES GRANT FROM COMMUNITY FOUNDATION OF BROWARD FOR X PROGRAM

LEAD City – XYZ has received a grant of \$__ from the Community Foundation of Broward to implement the X program.

BODY **XYZ** will use the grant to... *(Summarize project in one-two sentences in no more than one brief paragraph. It is important to use clear, concise language here. Pretend that you are talking to a group of third-graders. How would you explain what you are doing?)*

QUOTE **XYZ**

(Refer to issue and how XYZ project is a solution that will help the community. Mention Community Foundation support. This is where opinion belongs.)

(Example: "ABC is a crisis that Broward has been facing for some time. XYZ is alleviating it with PROGRAM. We thank the Community Foundation of Broward for making this opportunity possible," said CEO or board chair.)

BOILER **XYZ BOILERPLATE/DESCRIPTION**

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ADDENDUM B

City Challenge Report Template

Instructions:

1. Please submit the following report and timeline as a "Word" document to our office via email to Lindsey Linzer, Program Manager at LLinzer@cfbroward.org.
2. Identify your report in the subject line of the email using the following format: Name of City Report, report date.
Example: City of Hollywood Report, 7.9.13
3. Attachments should be scanned and sent via email along with the report.

City Name	
Project Name	
Grant Number	
Report Date	

Project Purpose as stated in your contract:	
Project Outcomes as stated in your contract:	

1. Describe the outcomes that have been accomplished to date and how they were measured. Include how many boomer retired professional have been engaged in your project and the length and type of involvement.
2. Are you on track with achieving the stated outcome of your service plan? Why or why not?
3. Describe challenges or obstacles you have encountered. How have you solved or addressed challenges or obstacles stated?
4. What have you learned during implementation of your service plan?
5. What enhancements have you made to your service plan that were not part of your original proposal? How have they improved the project?
6. Have you had any community feedback about your project or the Re-engage for Good City Challenge initiative? If yes, please describe below.

7. Are there new opportunities are exploring to contribute to the success of the project?

8. How has your City collaborated with other organizations to achieve your goals?

9. What will be the next steps for your city to ensure your project is successful?

10. Please list all media releases about this project that you have shared with the community. Attach any copies.

11. Please provide any additional information you would like to share.

Re-engage for Good City Challenge Timeline Template

Instructions:

1. List the activities that are planned for the entire project period in the Activities Planned column. Please provide dates and times and for program events.
2. This is a working document. As each report is due, indicate the activities completed in the Activities Completed column.
3. If activities change, they may be added or moved to another month. Please provide rationale for change in Activities Completed column.
4. Submit an updated Timeline with each report.

Month	Activities Planned	Activities Completed



**ADDENDUM C
DECLARATION OF SERVICE**

WHEREAS America has a proud tradition of service and volunteerism that dates back to the colonial era and today can be found in communities across the fifty states;

WHEREAS the bipartisan Edward M. Kennedy Serve America Act, signed into law by President Barack Obama on April 21, 2009 builds on this tradition, encouraging all Americans to serve their communities in new ways;

WHEREAS cities, home to many of the nation’s most persistent challenges, are positioned to bring new leadership, facilitation, and innovation to the service movement;

WHEREAS the current need for public-spirited residents to help address increased hardship resulting from the global financial and housing crises is clear;

WHEREAS service enriches the lives of Americans of all ages, and each new generation of young Americans must be engaged to tackle emerging challenges;

NOW, THEREFORE, we resolve to develop a coalition of mayors from cities large and small to work together to harness and focus the energies of our citizens. Cities of Service coalition members will support efforts to increase service opportunities in our cities by:

- Developing a comprehensive service plan and a coordinated strategy focused on matching volunteers and established community partners to the areas of greatest local need;
- Working with other mayors and elected officials to advance strategies and best practice that accelerate the service movement and produce measurable results;
- Encouraging other mayors to join this national effort to engage our citizens; and
- Ensuring that the voice of cities is heard in federal legislative, policy, and program discussions related to service, which will help the country achieve the ambitious goals of the Serve America Act.

(Signature)

(Mayor’s Name – please print)

Mayor’s Office Address

City, State, Zip

Mayor’s Telephone

Mayor’s Email Address

Staff Contact Name

Staff Contact Title

Staff Contact Telephone

Staff Contact Email Address