

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: 100 N. Andrews Avenue
Fort Lauderdale, FL 33301
Contact: John Seiler

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: Fort Lauderdale Volunteer Services Network
Project Number: 20120046
Project Amount: \$5,000
Date Approved: September 25, 2012
Project Period: October 1, 2012 through March 15, 2013
Payment Schedule: \$5,000 on October 24, 2012, (checks will be distributed at kick-off meeting) pending receipt of signed agreement by October 22, 2012.

II. Project Purpose

This project will promote community engagement, volunteerism, and the service ethic among retirees. It will allow the City to engage retirees in the implementation of the City's strategic plan initiative, connecting them to opportunities to make the best use of their skills as mentors, tutors, and providing business, technical, or administrative assistance.. The plan will serve as the proposal for implementation grants to be awarded in April.

III. Reports

A report is required to be submitted one week prior to the January and March Re-engage for Good Partner meeting listed in the **Special Conditions** section IV. The report form is attached as Appendix B. Publicity submissions are also required. In conjunction with the submission of the City Service plan, include a brief (150-200 words) story about your experience that we can share with our Fund holders and the public. See Section **VI Publicity** for specifics.

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IV. Special Conditions

In order to receive support services from Bloomberg Philanthropies, we require that the City Mayor sign the Declaration of Service (sample is attached as Appendix C) The official signing of this document will take place at the kick-off meeting on October 24.

As a recipient of a Re-engage for Good grant, attendance is required at the four Partner meetings and the For Good awards listed below. 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.

1	October 24, 2012	7:30-11:00	Mayor, City Manager, Program Manager attendance required
2.	December 11, 2013	9:00 - 11:00	Program manager attendance required, City Manager Optional
3.	January 15, 2013	9:00 – 11:00	Program Manager attendance required
4.	February 14, 2013	11:30-1:00	Mayor, City Manager and Program Manager. This is the For Good awards luncheon in which the city will be recognized for this work
5.	March 12, 2013	9:00 - 11:00	Program Wrap-up City Manager and program manager attendance required

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 initiative.

VI. Publicity

You must follow the Re-Engage for Good 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

As part of the reports to be submitted as described in Section III reports, providers must also submit their completed City Service Plan by March 15 and include a brief (150-200 words) story about your experience and what you've learned so that we can share with our Fund holders and the public. Please include on high-resolution photo.

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 an organization qualified under 501 (c)(3) of the Internal Revenue Code and maintaining its principal place of operation in Broward County, Florida. The Foundation is pleased to provide the grant encompassed by this Contract but cannot accept legal responsibility for the project. Accordingly, the Provider agrees to indemnify and hold harmless the Foundation from any and all liability the Foundation may incur in connection with Provider's participation and administration of this contract.

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

By: _____
John Seiler, Mayor
City of Fort Lauderdale

Date

Addendum A

Communications Guidelines for Re-engage for Good Grant Recipients

Congratulations on being selected as a Re-engage for Good 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 grant. 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 25 years. We are proud to help realize their visions and preserve their values through projects such as yours.

WHY

Recognition of your grant elicits attention for your city and its effort to reach its citizens in new ways.

To create greater awareness and to demonstrate the impact of your Re-engage for good 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 (www.cfbroward.org) and remember any announcement via email must mention the below Re-engage for Good boilerplate and logo. For a copy of the Re-engage for Good logo please email Re-engageforgood. The Re-engage for Good 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 400 charitable and agency endowment Funds representing \$95 million, it has distributed \$48 million to support community solutions over the past 26 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 boomers 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 or call 954-761-9503.

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HOW

1. Refer to support as: *This Re-engage for Good 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 logo please email Re-engageforgood**

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 logo please email Re-engageforgood

CONTACT

If you have any questions about publicity for your Re-engage for Good project, please contact Thor Barraclough, Chief Communications Officer at 954-761-9503x105 . effective: 12-Apr-11

PRESS RELEASE TEMPLATE

FOR IMMEDIATE RELEASE Contact: Name

Today's Date 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 create a city service plan to engage our newly retired citizens

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: "Broward is facing a demographic change in its population. In XYZ, there are approximately # of newly retired persons. XYZ is reaching out to our community to engage this population in helping address our city issues. 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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Appendix 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

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