

September 20, 2023

Marlena McNamee  
70 Amsden Way  
Woodstock, VT 05091

Dear Marlena:

I am delighted to advise you that the Woodstock Economic Development Commission and the Town Select Board have approved the following Grant:

**Grant: WCSU Fundraising Manager (Grant Number E-5093-096)**

**Amount Requested: \$39,000.00**

**Amount Approved: \$39,000.00**

Grants are subject to the conditions outlined in the attached addendum. Grant funding may only be used for the purposes stated in your original grant application; you may not “substitute” other purposes that were not anticipated in your grant proposal without approval from the EDC.

Grants are paid upon completion of work unless otherwise approved. Invoices and receipts are to be submitted to the EDC electronically using the online EDC Grant Manager portal. All invoices must include proper documentation and clearly indicate project, payee and balance in the event of partial payments. Approved invoices will then be forwarded to the Town Manager for processing. Checks will typically be mailed within 14 days of submission, and you will be notified via email when each step of the process has been completed.

To accept your grant, please sign this letter digitally sign using the option available on the online portal. If you have any questions please feel free to contact me or an EDC member. Finally, my colleagues and I would like to thank you for bringing this project forward to enhance Woodstock’s economic and community development.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Spector". The signature is fluid and cursive, with a large loop at the end of the last name.

Jon Spector  
Chair, Woodstock Economic Development Commission

## **Woodstock Economic Development Commission Conditions of Grant**

**Use of Grant Funds** – This grant must be used only as specified in the approved grant proposal, unless modified in this grant letter. Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds. The Woodstock Economic Development Commission (EDC) may request that Grantee release any unexpended grant funds remaining at the end of the project period.

**Eligibility** – Grantee confirms that they are a Town of Woodstock resident, taxpayer, business owner, non-profit group, civic organization, or association of Woodstock businesses.

**Discrimination and Political Activities** – Grantee does not discriminate because of race, color, creed, gender, or national origin. Grantee is not a political organization. Grant shall not be used to promote candidates for political office, influence legislation, or promote an individual doctrine.

**Publication and Review** – The Grantee gives permission to the Woodstock EDC to use photographs, logos, published/printed information, and any other materials you supply, without further notice, in press releases and/or publications. If this grant is to be used for a film, video, book, or other such product, the Woodstock EDC reserves the right to request a screening or preview of the product, during the final production stages, before deciding whether or not to be credited as a funder of the product.

**Right to Modify or Revoke** – The Woodstock EDC and the Town of Woodstock reserve the right to discontinue, modify, or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in their sole discretion, such action is necessary: (1) because Grantee has not fully complied with the terms and conditions of this grant; (2) Grantee is not making satisfactory progress toward the goals of the grant proposal (3) to protect the purpose and objectives of the grant; or (4) to comply with the requirements of any law or regulation applicable to you, of the Town of Woodstock, or this grant. If the Woodstock EDC does not receive signed copies of its grant award letter within 14 days after the date of the Woodstock EDC's grant award letter, this grant may be revoked. The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

**Records and Reporting** – The Grantee is required to keep a record of all receipts and expenditures relating to this grant and to provide the Woodstock EDC with a written report summarizing the project within 60 days of completion or within one (1) year of award if incomplete. The Woodstock EDC may also require interim reports. The report should contain an expenditure spreadsheet and a detailed narrative account of what was accomplished by the grant, including a description of progress made toward achieving the goals of the grant. The expenditure spreadsheet should reflect all expenditures of grant funds, and any income earned thereon, according to the categories of the approved budget, as of the end of the period covered by the report. Additionally, each report must include any materials such as copies of publications produced with grant funds. Grantee may be asked to present at a public gathering.

**Compliance with State and US Law** – Grantee agrees that it will comply with all applicable United States law.

**Acknowledgement of Funding** – The Grantee will review its plan to publicly acknowledge EDC funding and will receive approval from the EDC member assigned to review this plan before receiving any funding. The intent of this condition is to ensure members of the Woodstock Community have a clear understanding of

the ways in which EDC funds are being put to use.

**Grantee Organizational Authority** – Prior to signing this agreement The Chair of the Grantee’s organization (or similar authority) will meet with the EDC to confirm their understanding of the grant conditions.

**Progress Reports** – For grants of \$5,000 or more, starting when this agreement is signed the Grantee will appear before the EDC every three months or when one-third of the funding is requested (whichever comes first) to provide a brief update on progress in achieving the goals of the grant as described in the grant application.

**Additional Conditions Specific to This Grant** – None

*Updated February 5, 2023*

## **INSTRUCTIONS FOR USING THE GRANT MANAGER ONLINE PORTAL**

EDC grants are managed online using the Grant Manager Portal at [www.jonspector.com/edcgrantmanager](http://www.jonspector.com/edcgrantmanager). To manage your grant online please take the following steps:

1. Create an account by going to the link above and clicking on 'Create an Account' located in the upper right hand corner of the page. Please use a recognizable email address that contains your name or the name of your organization.
2. After creating an account you will receive an email asking you to confirm your email – please do so.
3. Once the Administrator approves your account you will receive a second email informing you that your account is active
4. Log into your account (you will be asked to set up a password)
5. You'll be taken to your "Dashboard" where you will see the documents associated with your grant. Please read carefully and digitally sign your Grant Agreement.
6. Once the Grant Agreement is signed you may submit requests for payment up to the amount of your funding. To submit a request for payment:
  - a. In the "My Receipts" section of the Dashboard, upload a receipt (or multiple receipts) documenting the money you have spent and wish to have reimbursed
  - b. In the "My Payment Requests" section of the Dashboard, submit a request for payment and attach the receipt (or multiple receipts).