

Woodstock Economic Development Commision

May 26, 2024

Greta Calabrese
Marketing 2024 Grant

Dear Greta,

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

Grant Name: Marketing 2024
Amount Granted: \$52,240
Spending Deadline: April 24, 2024

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. You must also complete your spending and request reimbursement prior to the spending deadline.

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 using the option available on the online portal. If you have any questions please feel free to contact me or any 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,

Jon Spector
Chair, 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 a digital signature for this grant agreement within 30 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 – If the Grantee is not the Chair or Executive Director of the Grantee organization, the Chair or Executive Director (or similar authority) will meet or exchange emails 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 meet or communicate with the assigned EDC representative 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.

Funding Expiration - Unless otherwise provided by the terms of this grant, any balance not used after one year automatically reverts to the EDC unless an extension request has been received in writing at least 30 days prior to the yearly expiry. The EDC will attempt to notify the grantee via email with a reminder of the extension deadline approximately 45-60 days ahead of the extension deadline. This is a courtesy reminder, but the onus is on the grantee to meet the extension deadline. Any requests for extensions will be reviewed within 45 days and the decision will be conveyed to the grantee. During the gap of the yearly expiration and extension review, no funds will be administered until a decision has been made.

Additional Conditions Specific to This Grant

- A marketing plan is not required for this grant, since the process of awarding the grant sufficiently informed the community of the funding the EDC is providing.