



16-0837

At the Global Water Center
247 W. Freshwater Way, Suite 537, Milwaukee, WI 53204
414-418-5008 | fundforlakemichigan.org

June 28, 2016

Greg Minikel
900 Quay St
Manitowoc, WI 54220

Grant Number: 20161217

Dear Greg:

It is my pleasure to inform you that the trustees of the Fund for Lake Michigan have approved a grant of \$125,000 to the City of Manitowoc to support the *Relocation and Treatment of Contaminated Stormwater at Blue Rail Marina Beach* project.

The Fund for Lake Michigan is a donor-advised fund of the Greater Milwaukee Foundation, Inc. You should receive your initial grant payment directly from the GMF once the attached grant contract is signed and returned to the Fund for Lake Michigan. Please send the contract electronically to vicki@fundforlakemichigan.org. Note that the grant agreement includes payment dates, reporting requirements and other important information and conditions of the grant.

We are excited about this project and are honored to support your organization. For all publications and correspondence, please refer to this as a grant from the **Fund for Lake Michigan**. The Fund's name and logo should appear in publications, electronic materials, and on signs for events or projects supported by the grant. See your grant agreement and the attached guidelines for additional information on publicizing your grant, and please keep us posted on your outreach plans. We are happy to be of assistance as you consider ways to acknowledge the Fund and share news about your grant with others.

Congratulations and best wishes. We look forward to hearing updates on your progress and hope that you will not hesitate to contact the Fund if we can further assist your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Casey Eggleston", with a long horizontal line extending to the right.

Casey Eggleston

cc: Kathryn Dunn, Greater Milwaukee Foundation

Guidelines for Communicating Your Grant

The following guidelines are intended to assist you in communicating your recent grant from the Fund for Lake Michigan. **Please forward this information to the person in your organization responsible for publications and publicity.**

1. **Acknowledging your grant.** We encourage you to acknowledge support from the Fund for Lake Michigan at events, on social media and in your publications, press releases and other outreach materials. For publications and correspondence please refer to this as a grant from the **Fund for Lake Michigan**.

Please contact us if you intend to issue a press release or make a public announcement of your grant. We are happy to help draft a release, provide a quote and/or distribute the release to media outlets.

2. **Use our logo.** The Fund's name and logo should appear in publications, electronic materials, and on signs for events or projects supported by the grant. In some cases, you may be required to recognize the Fund for Lake Michigan as a condition of your grant (please refer to your grant agreement). Please contact Vicki or Casey (contact info below) to receive a copy of the logo.
3. **Follow the Fund on social media.** Follow us on Twitter at @FundforLakeMI. Please use the hash tag #FFLMGrantees when posting updates about your project. You can follow us on Facebook as well at @FundforLakeMichigan (although we do not actively use FB at the moment, we hope to in the future). You can also connect with us on LinkedIn.
4. **Post a story on the Fund's "Share Your Story" page.** Our refreshed website allows our grantees and partners to share stories, photos and/or videos about their work and the ways in which the lake has impacted their lives. You can submit your stories and find others' experiences here <http://www.fundforlakemichigan.org/share-your-story/>.
5. **Put the Fund on your email distribution and PR mailing lists.** Be sure to share copies of press releases, newspaper articles, and other materials that mention the Fund for Lake Michigan with us. Please also add the Fund to your regular mailing and email lists so that we receive updates about your organization and the important work you do.
6. **Where to reach us.** Please direct all correspondence to Vicki Elkin, Executive Director, and/or Casey Eggleston, Program Officer, of the Fund for Lake Michigan, at:

Fund for Lake Michigan
247 Freshwater Way, Suite 537
Milwaukee, WI 53204
www.fundforlakemichigan.org

You may also call or email any time with questions or for additional information or assistance at Vicki@fundforlakemichigan.org or 414-418-5008 (Vicki) or Casey@fundforlakemichigan.org or 608-334-7788 (Casey).



A fund within the Greater Milwaukee Foundation

c/o Greater Milwaukee Foundation
101 W. Pleasant St., Milwaukee, WI 53212
phone: (414) 272-5805 fax: (414) 272-6235

Grant Agreement for Grant Number: 20161217

The grant to your organization from the Fund for Lake Michigan (FFLM) at the Greater Milwaukee Foundation is for the explicit purpose(s) described below and in your grant application to the FFLM, and is subject to your acceptance of the following conditions. To acknowledge this agreement, to accept the grant, and to be eligible to receive the funds when needed, **PLEASE RETURN ONE SIGNED COPY OF THIS GRANT AGREEMENT TO THE FUND FOR LAKE MICHIGAN via email to vicki@fundforlakemichigan.org.**

Grantee City of Manitowoc

Amount of Grant \$125,000 Date Authorized 6/23/2016

Grant purpose Relocation and Treatment of Contaminated Stormwater at Blue Rail Marina

Grant period: begins 5/1/2016 ends 4/30/2018

Payment schedule: \$125,000 on 5/15/2018

Reporting schedule: An interim report is due 1/15/2017, 10/15/2017, and the final report is due 4/30/2018

Special Conditions:

Sections IIA and III below apply, final payment may not be issued until signage and other requirements have been met. This grant will be structured as a reimbursement grant. The county will request payment of funds once the proposed work is complete. The county must provide documentation of all expenditures for materials and contractors in excess of \$5000.

SPECIAL PROVISIONS:

All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued there under.

Please read the following carefully:

I. EXPENDITURE OF FUNDS

This grant is to be used only for the purpose described in the grant application and in accordance with the approved budget. The program is subject to modification only with the Fund for Lake Michigan and Foundation's prior written approval.

- A. The grantee shall return to the Foundation any unexpended funds:
 - 1. at the end of the grant period, or
 - 2. if the Fund or Foundation determines that the grantee has not performed in accordance with this agreement and approved program/budget, or
 - 3. if the grantee loses its exempt "public charity" status under Section 501(c)(3) of the Internal Revenue Code.

- B. No funds provided by the Foundation may be used for any political campaign, legislation, candidates or office holders, or to support attempts to influence legislation or public policy positions by any government body, other than through making available the results of nonpartisan analysis, study and research. Grantees may be required to note in presentations or printed publications resulting from the grant that such conclusions do not reflect the position of the Fund for Lake Michigan or the Greater Milwaukee Foundation.

- C. Unless specifically authorized by the Foundation, expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.

- D. The grantee organization is responsible for the expenditure of the funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

- H. Private entities receiving funds from the FFLM must solicit competitive bids for all contracts and other expenses estimated to be over \$50,000. Public entities receiving funds from the FFLM must follow their own procurement laws and policies.

II. SIGNAGE AND PUBLICITY

- A. If applicable, the grantee will install educational signage that is approved by the Fund for Lake Michigan.

- B. The grantee will include the Fund for Lake Michigan's logo and denote the Fund as a supporter of the project on printed materials, event announcements, the grantee's or project's website, and other media/public outlets.
- C. When applicable, Fund for Lake Michigan staff will be included in major press announcements involving the project described in the proposal, such as ground-breakings, ribbon cuttings, etc.
- D. The grantee will provide before and after photos showing the work that was completed under the grant.
- E. The grantee is encouraged to share other photos, video clips, news articles and other outreach materials that show the impact of the Fund's grant. These materials can be shared directly with FFLM staff or submitted via the Fund's website via the "Share Your Story" webpage (<http://www.fundforlakemichigan.org/share-your-story/>).
- F. The grantee will be asked to periodically report on efforts to recognize the Fund for Lake Michigan for its support.

III. OPERATIONS AND MAINTENANCE

For all on-the ground restoration and infrastructure projects, the grantee **will maintain the project for at least five years**. If the Project fails to perform as anticipated, or if maintaining the Project is not feasible, then the grantee will provide a report to the Fund for Lake Michigan explaining the failure of the Project or why maintenance is not feasible. Failure to maintain the Project may make the grantee ineligible for future Fund for Lake Michigan funding, until the grantee corrects the maintenance problems.

The grantee will provide brief annual maintenance update, of one page or less. This update will summarize major maintenance activities during the previous 12 months and will indicate whether or not the project is performing as expected. This report is due December 31 of each year. The grantee will provide these reports for the five calendar years following the year in which the grantee completes construction.

III. REPORTING REQUIREMENTS

Reports will be submitted according to the following schedule:

- An interim report is due on: 1/15/2017, 10/15/2017
- A final report is due on: 4/30/2018

Reports should be submitted using the Fund for Lake Michigan's online grant system at <https://www.grantinterface.com/lakemi/Common/LogOn.aspx>. Please contact Jennifer Sargent at

jennifer.sargent@arabellaadvisors.com or 312-235-1430 should you have any questions or problems submitting your reports. Grantees who fail to submit reports may delay or forfeit pending or future grant payments.

For on-the-ground restoration or infrastructure projects, reports should include before and after photos of the project site.

IV. LIMIT OF COMMITMENT

Unless otherwise stipulated in writing, this grant is made with the understanding that the Fund for Lake Michigan and the Greater Milwaukee Foundation have no obligation to provide other or additional support to the grantee. Any violation of the foregoing conditions will result in cancellation of future payments and refunding to the Foundation of any amounts subject to the violation.

For the Grantee:

Signature of Representative

Print Name and Title

Date