

RUTH ST. JOHN AND JOHN DUNHAM
WEST FOUNDATION, INC.

August 22, 2018

Captain Jeff Keehan
P. O. Box 368
Manitowoc, WI 54220

Dear Captain Jeff Keehan:

The Board of Directors of the Ruth St. John and John Dunham West Foundation, Inc. (West Foundation) has reviewed your grant request for \$5,000. The Board has approved a grant to the City of Manitowoc on behalf of the Manitowoc IAFF Local 368 (Grantee) organization, in the amount of \$5,000 to help restore a 1935 Mack Fire Truck originally owned by the City of Manitowoc Fire Department (Purpose).

This grant has been approved subject to the Grantee's acceptance of the following conditions and representations:

1. The grant will be used solely for the Purpose and Grantee will, upon request, return to the West Foundation any grant funds that are not needed or expended in connection with the Purpose.
2. Grantee's acceptance of our check in payment of the grant will constitute Grantee's representation that, at the time of such grant, Grantee is a tax-exempt charitable organization described in Section 501(c)(3) of the Internal Revenue Code (the Code), qualifies as a public charity described in Code Sections 509(a)(1), 509(a)(2), or 509(a)(3), and that Grantee's tax-exempt status has not been automatically revoked under Code Section 6033(j) (for failure to file form 990-series returns). Grantee will furnish to the West Foundation any information concerning a change or a proposed change in Grantee's exempt status.
3. The grant shall, at the West Foundation's option, become null and void and all grant funds shall be returned to the West Foundation if (i) for any reasons Grantee has not fully expended the grant funds by December 31, 2018, (ii) Grantee does not comply with any of the conditions set forth in this letter agreement, (iii) Grantee's tax-exempt status adversely changes, or (iv) Grantee makes any material changes in the Purpose without the West Foundation's prior approval. Please contact the West Foundation if any changes to the Purpose are anticipated.

THOMAS J. BARE, PRESIDENT

PHONE 920-684-6110 FAX 920-684-7381 915 MEMORIAL DRIVE MANITOWOC, WI 54220 EMAIL info@westfoundation.us

4. Grantee will give suitable recognition to the West Foundation as a program or project sponsor in publicity and program materials, in a manner consistent with the recognition given to other program sponsors. Grantee will consult with the West Foundation in advance regarding the manner in which the West Foundation will be recognized. Grantee will not identify or publicize the West Foundation in any manner which the West Foundation considers to be objectionable or unprofessional. Grantee agrees that the West Foundation may publicize its funding of the program on or in connection with the Foundation's website, brochures, publications, and other publicly-available materials.
5. The West Foundation desires that all resources of Grantee be dedicated to accomplishing charitable purposes. Accordingly, Grantee agrees not to recognize the West Foundation, its Board members, officers or staff, or this grant with certificates, plaques, free gifts, or similar mementos.
6. Grantee shall from time to time provide the West Foundation with such information concerning the Purpose and the use of the grant funds as the West Foundation may reasonably request. Grantee shall, in any event, provide progress reports to the West Foundation on the use of the grant no later than December 31, 2018. The report is to be sent to me as the West Foundation's representative and mailed to 915 Memorial Drive, Manitowoc, Wisconsin 54220.

Please signify your agreement to the foregoing terms and conditions by having a duly authorized officer sign in the space indicated and return your signed acceptance to me no later than September 30, 2018. If Grantee is unwilling to accept the terms of this letter, please contact me with a brief explanation of your concerns. Upon return receipt of the signed authorization, or when funds become available, we will forward our check to you in the amount of \$5,000.

Sincerely,



Thomas J. Bare
President, West Foundation, Inc.

TJB:dms
Enclosure

ACCEPTANCE OF GRANT

**City of Manitowoc on behalf of the
Manitowoc IAFF Local 368**

TO HELP RESTORE A 1935 MACK FIRE TRUCK
ORIGINALLY OWNED BY
THE CITY OF MANITOWOC FIRE DEPARTMENT

IN THE AMOUNT OF

\$5,000

By: _____

Printed Name: _____

Title: _____

Accepted and agreed to this _____ day of _____, 2018.