



**Fund for
Lake Michigan**
Clearly making a deep impact.

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

November 15, 2013

Joe Burtch
City of West Allis
7525 W. Greenfield Ave.
West Allis, WI 53214

Grant Number: 20132269

Dear Joe:

It is my pleasure to inform you that the trustees of the Fund for Lake Michigan have approved a grant of \$30,000 to the City of West Allis to support the City's Rain Garden 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. You can send the contract electronically to vicki@fundforlakemichigan.org.

As you know, MMSD has a strong interest in this project and has offered to be of assistance to the city as it moves forward with the proposed work. MMSD would also like to apply lessons learned under the project to other initiatives. Because of this, the Fund is requiring the City to reach an agreement with MMSD that identifies roles and responsibilities for implementing the project.

We are excited about this project and honored to support your organization. For all publications and correspondence, please refer to this as a grant from the **Fund for Lake Michigan**. When possible, the Fund's name and logo should appear in publications, electronic materials, and on signs for events or projects supported by the grant. See 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.

Please note that an interim report on progress toward the goals identified in your proposal is due on June 30, 2014 and should be submitted using the Fund for Lake Michigan's online grant system (see attached directions). A final report is due at the end of the grant period on January 15, 2015 and can be accessed at the same site. Please contact Molly Tarrant at molly.tarrant@arabellaadvisors.com or 202-595-1039 should you have any questions or problems submitting your reports.

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,

Vicki Elkin, Executive Director, Fund for Lake Michigan

cc: Kathryn Dunn, Greater Milwaukee Foundation

THE FUND FOR LAKE MICHIGAN

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

Grant Agreement

Grant Number: 20132269

The grant to your organization from the Fund for Lake Michigan at the Greater Milwaukee Foundation is for the explicit purpose(s) described below 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 West Allis

Amount of Grant \$30,000 Date Authorized November 11, 2013

Grant purpose City of West Allis - Rain Gardens

Grant period: begins January 2, 2014 ends January 15, 2015

Payment schedule \$15,000 on January 2, 2014; \$15,000 on July 15, 2014

Special Conditions

The City of West Allis must enter into written agreement with MMSD on roles/responsibilities for implementing the project before the initial payment is disbursed

Reports should be in writing and submitted according to the following schedule:

- An interim report is due on: June 30, 2014
- A final report is due on: January 15, 2015

For on-the-ground restoration or infrastructure projects, reports should include before and after photos of the project site. Reports should be submitted using the Fund for Lake Michigan's online grant system at <https://www.grantinterface.com/lakemi/Common/LogOn.aspx>. Directions for accessing and using the online system are attached. Please contact Molly Tarrant at molly.tarrant@arabellaadvisors.com or 202-595-1039 should you have any questions or problems submitting your reports.

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 thereunder.

Please read the following carefully:

I. EXPENDITURE OF FUNDS

This grant is to be used only for the purpose described in the proposal 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 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.

II. SIGNAGE AND PUBLICITY

- A. If applicable, the grantee will install educational signage that:
 - 1. is designed or approved by the Fund for Lake Michigan;
 - 2. is in a location approved by the Fund for Lake Michigan; and
 - 3. identifies the Fund for Lake Michigan as funding the project.
- B. Where applicable, 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.

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.

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



Fund for Lake Michigan

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 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.

When possible, 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). To receive the logo electronically, please contact Vicki Elkin at the email below.

2. **Additional information about the Fund for Lake Michigan.** The following information may be added to press releases and other materials:

The mission of the Fund for Lake Michigan is to support efforts, and in particular those in southeastern Wisconsin, that enhance the health of Lake Michigan, its shoreline and tributary river systems for the benefit of the people, plants and animals that depend upon the system for water, recreation and commerce.

3. **Share copies of your materials with us.** Please be sure to share copies of press releases, newspaper articles, and other materials that mention the Fund for Lake Michigan.
4. **Put the Fund on your email distribution and PR mailing lists.** 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.
5. **Where to reach us.** Please direct all correspondence to Vicki Elkin, Executive Director of the Fund for Lake Michigan, at:

Vicki Elkin
Executive Director, Fund for Lake Michigan
247 Freshwater Way, Suite 537
Milwaukee, WI 53204
vicki@fundforlakemichigan.org
www.fundforlakemichigan.org

You may also call Vicki any time with questions or for additional information or assistance at 414-418-5008.