



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
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Email - dean.gazza@appleton.org

TO: Parks & Recreation Committee

FROM: Dean R. Gazza

DATE: 7/6/2020

RE: Action Item: Request to accept a grant from the *David L. and Rita E. Nelson Family Fund within the Community Foundation of the Fox Valley Region* in the amount of \$500,000 for the construction of the Edison Trestle.

On June 25, 2020 the Community Foundation informed us that the *David L. and Rita E. Nelson Family Fund*, a donor advised fund within the Community Foundation for the Fox Valley Region, had recommended a grant of \$500,000 to the City of Appleton designated for the Edison Trestle Trail. In 2018 this fund was created reflecting the charitable interests of David and Rita Nelson and their family. Parks, Recreation and Waterways is an interest identified in the fund for consideration.

An agreement is attached for your review. The grant agreement requests that the trail trestle be renamed from the Edison Trestle in recognition of this grant with naming placed on the archways on both ends of the trail trestle, including a plaque explaining the Fund's involvement.

The grant agreement requests to pay \$250,000 on or after July, 2021 upon issuing construction contracts and another \$250,000 upon completion of the project on or after July, 2022. The total project cost is estimated to be \$2,950,000. Design would begin early 2021 and bidding would occur in mid-2021 with construction to follow.

The Parks, Recreation and Facilities Management Department requests your support to approve this grant. Our department would be honored to name this trestle after *David L. and Rita E. Nelson* for their support of the trail system and waterways in our community.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

GRANT AGREEMENT

The grant to your organization from the **David L. and Rita E. Nelson Family Fund**, a donor advised fund within the Community Foundation for the Fox Valley Region, Inc. is for the explicit purpose(s) described below and is subject to your acceptance of the following conditions. Please confirm by **RETURNING THE SIGNED ORIGINAL COPY OF THIS GRANT AGREEMENT TO THE FOUNDATION** at: 4455 W. Lawrence St., Appleton, WI 54914, ATTN: Ann Engelhard. You will then be eligible to receive the funds per the payment schedule below.

Grantee	City of Appleton		
Project	Edison Trestle Trail		
Grant Start Date	7/1/2020	Tentative Date of Grant Completion	10/31/2022
Total Amount Awarded	\$500,000		
Payment Schedule	Proposed schedule, pending receipt of signed Grant Agreement, special instructions, and progress reports: July 2021 \$250,000 July 2022 \$250,000		
Grant Purpose	Designated to support the Edison Trestle Trail.		
Reporting	Progress	Due Date:	Every 6 months
Reporting	Final	Due Date:	Within 3 months of grant completion
Special Instructions	Renaming of the Edison Trestle in recognition of this grant with naming placed on the archways on both ends of the trail, including a plaque explaining the Fund's involvement.		

All grants are made in accordance with the current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued thereunder, as well as the following additional terms and conditions:

I. PUBLICIZING GRANTS

Grantee organizations are encouraged to make public announcements on their own, especially when such notices might stimulate additional support or help to spread word about important new projects. Please refer to this award as a grant from the **David L. and Rita E. Nelson Family Fund within the Community Foundation for the Fox Valley Region**. Questions about publicity can be directed to Megan Mulholland, Director Marketing & Communications at mmulholland@cffoxvalley.org or 920.702.7636. Please send Megan final copies of news releases, promotions, and weblinks to published media stories. **Please note that the Community Foundation has recently rebranded. Make sure to reach out to Megan to obtain a new David L. and Rita E. Nelson Family Fund/Community Foundation for the Fox Valley Region logo.**

Executive Director: *Initial each page to acknowledge you have read this Grant Agreement.*

Initials _____

I. PUBLICIZING GRANTS CONT.

- A. Grantee shall recognize the Foundation in all publicity materials related to the funded project or program, **as specified in the grant notification letter.**
- B. The Foundation retains the right to review and approve the content of any proposed publicity concerning this grant prior to its release.
- C. Grantee shall allow the Foundation to include any information about this grant, including your logo or trademark, and materials about your organization, in any of the Foundation’s publicity and reports.

Marketing/Communications Contact for Your Organization:	Dean Gazza
Contact Phone Number:	920.993.3103
Contact Email:	dean.gazza@appleton.org

II. EXPENDITURE OF FUNDS

This grant is to be used only for the purpose(s) described on page 1 of the Agreement. It is subject to the Foundation’s terms and conditions as agreed to by your organization upon submission of its application, and as reiterated below. **The program may be modified only with the Foundation’s prior written approval.** In addition,

- A. **The grantee shall return to the Foundation any unused funds:**
 - 1. at the end of the grant period, unless written permission has been secured for an extension, or
 - 2. if the grantee has not performed as per this agreement and approved program/budget, or
 - 3. if the grantee loses its status as a public charity.
- B. Grantee agrees to notify the Foundation immediately of any change in grantee’s legal or tax status, or grantee’s executive or key staff responsible for achieving the grant purposes, or grantee’s ability to expend the grant for the intended purpose.
- B. Funds provided by the Foundation may not be used to participate or intervene in political campaigns or to support an attempt to influence legislation except to the extent that such activities are permissible under IRS rules pertaining to recognized 501(c)(3) organizations.
- C. Unless specifically authorized in writing by the Foundation, expenses charged against this grant may not be incurred prior to the start date of the grant or after the grant’s end date as listed on page 1 of this Grant Agreement. Expenses 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 funds and for maintaining adequate supporting records. Grantee shall give the Foundation reasonable access to the grantee’s files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and maintain such files and records for a period of at least four years after completion or termination of the project.

Initials _____

III. REPORTS TO THE FOUNDATION

Progress Reports: Funding for each year of a multiple year commitment is conditional upon receipt, review, evaluation and approval of Progress Reports. The Foundation may require a report in writing, completion of a form, or an interview and presentation prior to approval of future year payments.

Final Reports: If required as a condition of this grant, the Foundation will forward a form prior to the due date, with an expectation that it be completed in full and returned by the deadline indicated.

IV. LIMIT OF COMMITMENT

Unless stipulated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

By signing below, City of Appleton understands and agrees that granted funds are to be used only for the purpose(s) set forth in its application and this agreement.

Upon receipt of the signed agreement, the Community Foundation will co-sign the document and return a copy to you for your records.

The undersigned are authorized to commit the grantee to abide by terms and conditions as set forth herein.

Executive Director (signature)
City of Appleton

Board Chair or Chair Elect (signature)
City of Appleton

Print Name

Print Name

Date

Date

Annamarie Engelhard
VP Donor Services & Gift Planning
Community Foundation for the Fox Valley Region

Date

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