

CLEVELAND PUBLIC LIBRARY

Finance Committee

October 22, 2019

**RESOLUTION TO ACCEPT GRANT FROM THE CLEVELAND FOUNDATION
FOR DIGITAL LITERACY INITIATIVES**

WHEREAS, The Cleveland Foundation began a digital inclusion initiative in 2017 to close the digital divide in Northeast Ohio with a goal to provide education, advocacy and awareness support to help more lower-income people have access to technology; and

WHEREAS, The success of the first year of the program prompted The Cleveland Foundation to invite the Library to apply for a second year of funding; and

WHEREAS, In an effort to further impact digital literacy in Cleveland, The Cleveland Foundation agreed to grant the Library \$90,000 to provide funds to purchase new hotspot devices as well as to bring the Public Library Association's digitallearn.org to Cleveland; and

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from The Cleveland Foundation, in the amount of \$90,000 for the grant period October 1, 2019 through September 30, 2020; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of the Grant and this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.



September 30, 2019

Mr. Felton Thomas
Executive Director
Cleveland Public Library
325 Superior Avenue, N.E.
Cleveland, OH 44114

Dear Mr. Thomas:

We are pleased to inform you that the Board of Directors of the Cleveland Foundation has authorized a grant to Cleveland Public Library. By accepting the grant funds, you agree to accept the grant as detailed below and understand and agree to the enclosed Terms and Conditions of Grant and approved budget.

Requests to modify this grant must be approved in advance by the Foundation (Grantee toolkit/Grant Modification Form). Any funds not expended for the purpose agreed to, must be returned to the Foundation. **In an effort to reduce our environmental impact, we ask that any grant acknowledgement be sent electronically to grantsmgmt@clevelandfn.org.**

GRANT ID:	314393
GRANT PURPOSE:	Continued support for library hotspot lending programs and refurbished computers retail services buildout, along with digital literacy support and digital readiness consortium creation
ANTICIPATED OUTCOMES: <i>(You will be required to report on these anticipated outcomes when completing your grant report(s))</i>	<ul style="list-style-type: none">- Average about 7,500 hotspot lending/checkout opportunities for residents per year.- Monthly meeting participation and data-sharing contribution for the Digital Ambassadors pilot program.
AMOUNT:	\$90,000.00
GRANT PERIOD:	10/01/2019 - 09/30/2020
PAYMENT/S (ON OR ABOUT):	10/31/2019 \$30,000.00; \$15,000.00 <i>(separate checks)</i> 04/30/2020 \$45,000.00 <small>Funding Source: TCF Society National Bank (Ameritrust) Concentration Account (63410), Project: Digital Ambassadors Pilot Program (312844)</small>
REPORTING REQUIREMENT/S:	04/01/2020 Interim Grant Report 10/31/2020 Final Grant Report <i>Online reporting for this grant is accessible through your Grants Gateway Homepage</i>
PROGRAM OFFICER/DIRECTOR:	Leon Wilson

We wish you every success in the accomplishment of your goals.

Sincerely,



Ronald B. Richard
President and CEO

Enclosures

Funding source note

The TCF Concentration Account is made up of the following funds: The George and May Margaret Angell Trust • Anisfield-Wolf Fund • A. E. Convers Fund • S. Houghton Cox Fund • Frank J. Lynch Fund • The Lewis A. and Ellen E. McCreary Memorial Fund • Grace M. Pew Fund • Walter D. Price Fund • Frank E. Shepardson Fund • Sherwin Mem. No. 1 • Sherwin Mem. No. 2 • The Henry A. Sherwin and Frances M. Sherwin Fund • A. L. Somers Fund • Charles L. and Marion H. Stone Fund • The Katharine Holden Thayer Fund No. 1 • Ewald F. Tobold Fund • Blanche E. Norvell Fund • James H. Turner Fund • Rufus M. Ullman Fund • Walter C. and Fannie White Baker Fund • Howard and Edith Dingle Fund • Edwin A. and Julia Greene Dodd Fund No. 1 • Edwin A. and Julia Greene Dodd Fund No. 2 • Harry H. Drysdale Fund • The Thomas Dugan and Alice Dugan Memorial Fund • John and Helen A. Hay Memorial Fund • George Halle Hays Fund • Martha M. Linden Fund • Vida C. Logan Fund • The William F. and Anna Lawrence Gibbons Fund • William A. Giffhorn Fund • Edith Anisfield Wolf Fund No. 2 • Samuel C. Blake, Mary A. Camp Blake and Marian B. Leiner Memorial Charitable Trust • Katherine Bohm Fund • Ada C. Emerson Fund • H. Morley and Elizabeth Newberry Hitchcock Fund • The Katherine B. McKitterick Fund • The Albert Younglove Meriam and Kathryn A. Meriam Fund • E. Freeman Mould Fund • Jane C. Mould Fund • Charles L. Richman Fund • Nathan G. Richman Fund • William A. Ruehl and Mary Ruehl Memorial Fund • William C. Scofield Memorial Fund • Corinne T. Voss Fund • Mabel Breckenridge Wason Fund A • The Harry F. and Edna J. Burmester Charitable Remainder Unitrust No. 1 • The Irene Ewing Trust • Adrian D. Joyce Fund • The Fred H. Chapin Memorial Fund

Organization Name: Cleveland Public Library

Grant ID: 314393

Grant purpose: Continued support for library hotspot lending programs and refurbished computers retail services buildout, along with digital literacy support and digital readiness consortium creation

The approved allocations for this grant are detailed below.

PROJECT EXPENSES	Requested Amount	Foundation Award
Salaries and wages		
Consultants and professional services	\$12,000	\$12,000
Travel		
Equipment	\$19,534	\$19,534
Office Supplies/Materials		
Postage and mailing		
Indirect expenses ie: rent/occupancy, utilities, maintenance		
Printing		
Professional Development		
Other	\$58,466	\$58,466
TOTAL	\$90,000	\$90,000



TERMS AND CONDITIONS OF GRANT

1. ACCEPTANCE OF GRANT

The grant to your organization (“the Grantee”) from the Cleveland Foundation (“the Foundation”) is subject to the Terms and Conditions of Grant. Grantee confirms that it is organized in or under the laws of the United States, or any state of the United States and is recognized by the Internal Revenue Service as an organization described in Internal Revenue Code § 501(c)(3), or that it is otherwise exempt from taxation under I.R.C. § 501(c), or is a government entity, and that it will use the Grant funds solely for the specific charitable purposes identified in the Grant Agreement.

2. NONDISCRIMINATION

Grantee agrees that it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, religion, gender, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation.

3. EXPENDITURES OF GRANT FUNDS

This grant is for the explicit purpose(s) stated in the award notification. Grant funds may be spent only in accordance with the Terms and Conditions of Grant and Grantee's funding request and budget (if applicable) as approved by the Foundation. Any modifications require compliance with paragraph 6 (below). No funds provided by the Foundation may be used by Grantee to participate in or intervene in any political campaign. No portion of the grant funds may be used for purposes not clearly identified as charitable under the law. Without limiting the generality of the foregoing prohibitions, no portion of the grant funds may be used directly or indirectly to support or promote terrorism or violent acts. Expenses charged against this grant may not be incurred prior to the date on which the grant period begins or subsequent to its termination date.

4. RELEASE OF GRANT FUNDS

Grant funds will be disbursed to Grantee according to the payment schedule in the award notification and the satisfactory compliance with special conditions, if any, as described. The special conditions may make the release of funds conditional upon certain requirements. In such cases, Grantee must submit adequate evidence of compliance with the conditions before the funds are released. If Grantee has any questions about the special conditions, Grantee should contact the program officer responsible for the grant.

5. RECORDKEEPING; REPORTS TO THE FOUNDATION

Grantee shall maintain adequate supporting records consistent with generally accepted accounting practices for a period of seven (7) years following the end of the year during which the grant funds are exhausted. Staff may examine Grantee's financial record keeping and accounting procedures at any time. In compliance with the schedule set forth in the award notification, Grantee will furnish periodic narrative reviews of programmatic activity and financial detail of how grant funds have been expended. Staff may contact Grantee to arrange site visits to review current grant activities. Final reports should include a review of performance and activities over the entire grant period and include a financial reporting of expenditures. Such reports shall supply sufficient information as necessary for the Foundation (i) to determine that the grant is being used for the purposes described in the grant purpose and in a manner consistent with the Terms and Conditions of Grant and Grantee's funding request and budget (if applicable) as approved by the Foundation and (ii) to allow the Foundation to fulfill its own public reporting responsibilities.

6. MODIFICATION TO GRANT

The grant purpose identified in the award notification may be modified only with prior written approval. Grant funds may only be used as outlined in the approved budget (if applicable). Changes in expenditures must receive prior written approval. Grantee is responsible for reporting any other changes in the program/project as described in the funding request, including without limitation, changes in grant period, staff, funding from other sources, relationships with other agencies, etc. Requests for modifications or changes must be submitted to Grants Management via the Grant Modification form (*available under the Grantee Toolkit section of the Foundation's website*). The Foundation will notify Grantee upon review of the requested modification or change.

7. REVERSION OF GRANT FUNDS; TERMINATION OF GRANT

Grantee will immediately return any unexpended funds at the close of the grant period. The Foundation reserves the right to terminate the grant and/or seek return or repayment of the grant funds if any of the following apply: (i) Grantee loses its exemption from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code or ceases to be an entity organized in or under the laws of the United States, or any state of the United States; (ii) Grantee is listed by the U.S. Government or an agency thereof as an organization considered to be associated with terrorism or violent acts; (iii) the bankruptcy or insolvency of Grantee; (iv) Grantee's failure to comply with the Terms and Conditions of Grant or special conditions, if any, of the grant purpose; or (v) Grantee has made any misrepresentations, has in any way misappropriated grant funds, or has failed to perform the program, project, or other activity funded by the grant, in each case as determined by the Foundation in its sole discretion.

8. PUBLIC ACKNOWLEDGMENT

As the community trust of the Greater Cleveland area, the Cleveland Foundation is accountable to the community for its grantmaking and depends upon continued donations to make future grantmaking possible. Grantees' cooperation is essential to help publicize grant results and raise funds for future grantmaking.

Accordingly, Grantee agrees to credit the Foundation in any press releases, presentations, media coverage, or announcements resulting from the use of the grant funds. Public statements about the Foundation or its grantmaking should be cleared in advance by the appropriate Foundation program officer. Grantee agrees to notify staff members of any upcoming publicity or media coverage related to the grant.

Grantee also agrees to cooperate with the Foundation's efforts to highlight the programs it funds in the Foundation's own publications and publicity materials. This may include: setting up interviews or photo sessions with Grantee organization's staff, board, or clients; providing the Foundation with available photographs, slides, or graphics, with signed releases where required; or providing access to background material related to the funded project.

9. COPYRIGHTS AND PATENTS

Reports, materials, books, and articles resulting from this grant may be copyrighted by the organization receiving the grant or by the author, in accordance with the policies of the Grantee organization, toward the goal of obtaining the widest dissemination of such reports, materials, books, and articles. Grantee shall grant or cause the author to grant to the Foundation a perpetual, royalty-free license to use such publications. Grant funds shall not be used for activities which may lead to the award of a patent unless Grantee has first entered into a written agreement with the Foundation which specifies the name in which any patent awarded will be taken and avoids the possibility that grant funds will be used for private benefit in the Foundation's sole determination. No application shall be filed for a patent arising out of grant-funded activities without prior written consent, which consent will be conditioned as necessary to avoid private benefit from the use of grant funds. The Foundation agrees to attribute properly authorship in the use, reproduction or publication of any information developed under this grant award, and further agrees to include the copyright notice specified by Grantee in any of its publications, or any copyrighted materials.

10. LIMIT OF COMMITMENT

This grant award is made with the understanding that the Foundation has no obligation to provide other or additional support for this project; nor does this award represent any commitment to, or expectation of, future support from the Foundation for this or any other project of Grantee.

11. ASSIGNMENT

This grant may not be assigned by Grantee without the prior written consent of the Foundation.