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THE SAINT PAUL FOUNDATION

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*An affiliate of Minnesota Philanthropy Partners*

RECEIVED

MAR 13 2015

PARKS AND RECREATION

March 9, 2015

Chris Coleman  
Mayor  
City of Saint Paul, Minnesota  
390 City Hall  
15 West Kellogg Boulevard  
Saint Paul, MN 55102

RE: Saint Paul Parks/POPS planner  
Tracking #: 104510\SPPE-15-146298  
Please reference this tracking  
number in all future correspondence.

Dear Chris Coleman:

Congratulations! The Saint Paul Foundation has approved a grant from Central Corridor Funders Collaborative - Grants Catalyst Fund to your organization as stated in the following resolution:

A grant of \$120,000 is approved to the City of Saint Paul, Minnesota from the Central Corridor Catalyst Fund to help finance a Green Line Parks and Privately Owned Public Space (POPS) planner position.

This grant is made on behalf of the Central Corridor Funders Collaborative, comprised of thirteen funders working with others to develop stable, healthy, walkable, diverse neighborhoods near the Central Corridor.

Enclosed you will find the following materials:

1. Two copies of the Terms of Grant agreement related to this grant.

Please read the agreement in its entirety and make special note of all the provisions and procedures indicated. Sign both copies, retaining one for your records and returning the other to the Foundation as soon as possible to indicate your acceptance.

2. Interim/ Final Report Form and Narrative Guidelines.

This grant is awarded with the understanding that reports will be submitted to the Foundation as stipulated in the Terms of Grant agreement. The report form and

guidelines are intended to help you report on the outcome(s) of your grant. Please use the report form as a cover sheet when submitting interim or final reports. The dates on which the interim reports, if any, and the final report are due will be found in the Terms of Grant agreement. The Foundation is unable to consider additional funding requests from organizations with past due final reports.

The grant payment is scheduled as follows:

3/31/2015 \$120,000.00

Before payment(s) can be made, however, the signed Terms of Grant agreement must be returned to the Foundation, and other conditions stated in the above resolution, if any, must be met.

Grant funds can only be expended for the purposes and within the time period stated in the Terms of Grant agreement. Under certain circumstances the Foundation will extend the grant period. Otherwise unexpended funds must be returned to the Foundation.

I wish you every success and look forward to receiving reports as required by the Terms of Grant agreement.

Sincerely,



Ann L. Mulholland  
Vice President of Grants and Program  
Minnesota Philanthropy Partners

ALM:lmh  
Enclosure

(Michael Hahm)

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TERMS OF GRANT

Please Read Carefully!

I. ACCEPTANCE OF GRANT

The grant to you/your organization from the Foundation is for the explicit purpose(s) described in the Grant Resolution and is subject to your acceptance of the terms described therein.

To acknowledge this agreement, to accept the grant and receive the funds, return a signed copy of this Terms of Grant to the Foundation. Keep the other copy for your files. Please refer to the tracking number and title in all communications concerning the grant.

GRANTEE: City of Saint Paul, Minnesota

DATE AUTHORIZED: 3/5/2015

TRACKING #: 104510\SPPE-15-146298

AMOUNT GRANTED: \$120,000.00

GRANT RESOLUTION:

A grant of \$120,000 is approved to the City of Saint Paul, Minnesota from the Central Corridor Catalyst Fund to help finance a Green Line Parks and Privately Owned Public Space (POPS) planner position.

This grant is made on behalf of the Central Corridor Funders Collaborative, comprised of thirteen funders working with others to develop stable, healthy, walkable, diverse neighborhoods near the Central Corridor.

GRANT PERIOD:

Begins: 3/1/2015

Terminates: 3/1/2017

FOUNDATION OFFICER FOR THIS GRANT: Mary Kay Bailey

II. REVIEW OF GRANT ACTIVITY:

The grantee will furnish the Foundation with written reports according to the following schedule:

Interim Report(s):

Final Report(s): 4/1/2017

INTERIM REPORTS, if any, should be completed annually by multi-year projects and should follow the enclosed form.

THE FINAL REPORT to be completed at the end of the grant period should follow the report narrative guidelines, using the enclosed Interim/Final Report Form as a cover sheet. The final report should be accompanied by a certified financial statement, if available, or the most recent financial statement of your organization. Reports should be sent to the Program Officer responsible for the grant.

### III. SPECIAL PROVISIONS

All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Service Code, as amended, and the regulations issued thereunder. Please read the following carefully:

1. PUBLIC ANNOUNCEMENTS: Announcements of the grant award are to be made by the grantee unless otherwise indicated by the Foundation. Grantees are expected to review the text of any announcements and plans for publicity with the Foundation Officer responsible for this grant. Please send a copy of any published accounts mentioning the project of the Foundation to the Foundation Officer.
2. PAYMENT OF GRANTS: The Foundation reserves the right to terminate or modify any payments pursuant to this grant, including modification of previously agreed upon payment schedules should this be deemed appropriate by the Foundation.
3. EXPENDITURE OF GRANT FUNDS: The funds provided by this grant may be spent only in accordance with the provisions of the grantee's funding request and budget as approved. The program is subject to modification only with the Foundation's prior written approval. Funds will be dispersed to the grantee upon receipt of the properly completed Terms of Grant and the satisfactory compliance with special conditions:
  - (a) Any special conditions which apply to this grant, as listed, should be complied with as rapidly as feasible. These conditions may make the release of funds contingent on special requirements and future payments contingent upon demonstrated performance. In such cases, adequate evidence of compliance with conditions must be submitted before the Foundation will release grant funds. If

you have questions about the special conditions, contact the Foundation Officer responsible for this grant.

- (b) Unless otherwise noted in the Grant Resolution no funds provided by the Foundation may be used for any political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study, and research. When Foundation funds are approved for lobbying the organization must comply with all lobbying requirements including, but not limited to, registering as a lobbyist and properly reporting lobbying expenses.
- (c) Expenses charged against this grant may not be incurred prior to the date at which the grant period begins or subsequent to its 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 funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
- (e) Equipment or property purchased with grant funds shall be the property of the grantee organization so long as it is not diverted from the purposes for which the grant was made. If the purpose of the organization or the use of grant funds is changed, or if the grantee organization should go out of existence, the equipment or property reverts to the Foundation.

4. REVERSION OF GRANT FUNDS: The grantee will return any unexpended funds to the Foundation at the close of the grant period.

Funds also will be promptly returned:

- (a) If the Foundation determines that the grantee has not performed in accordance with the Terms of Grant or met the specific grant conditions of the approved program.
- (b) If the grantee loses its exemptions from Federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.

5. 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. The Foundation

reserves the royalty-free license to use such publications. For projects involving the possibility of patents, the grantee should request further information from the Foundation.

6. **LIMIT OF COMMITMENT:** Unless otherwise 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.

In accepting the grant, the grantee accepts the terms stated in this agreement and agrees to comply with any laws in undertaking its project.

For the Grantee: City of Saint Paul, Minnesota

\_\_\_\_\_  
Signature of Authorized  
Representative

\_\_\_\_\_  
Signature of Project  
Director (if different)

\_\_\_\_\_  
Print Name, Title, Date

\_\_\_\_\_  
Print Name, Title, Date

Form approved/revised: November 21, 2014

**The Saint Paul Foundation  
INTERIM/FINAL REPORT FORM**

To be completed by the date shown on the Terms of Grant Agreement (TOG) specified when the grant was approved.

Complete this form and provide it as a cover sheet to the Interim or Final Report. Use the Interim/Final Report Narrative Guidelines provided to complete your narrative and financial information.

This form should be copied and used for multi-year reporting purposes, if applicable. Address this report to the Foundation staff member responsible for this grant, as noted on your Terms of Grant Agreement.

Grant Tracking #: 104510/SPPE-15-146298  
Grantee Organization: City of Saint Paul, Minnesota  
Address: 390 City Hall  
15 West Kellogg Boulevard  
Saint Paul, MN 55102  
Project Title: Saint Paul Parks/POPS planner  
Grant Amount: \$120,000.00  
Grant Period Start Date: 3/1/2015  
Grant Period End Date: 3/1/2017  
Type of Report to submit: Interim Report Final Report  
Report Due Dates(s): 4/1/2017

Evaluation Required:(As per TOG) - Yes or No No  
Unexpended grant funds remaining at the end of the grant period must be returned to the Foundation.

Grant funds expended to Date: \_\_\_\_\_  
Name of Executive Director: Chris Coleman

Executive Director Email: chris.coleman@ci.stpaul.mn.us

Organization Telephone: (651) 325-4224

**Please provide the following information:**

Name of person completing this report: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**The Saint Paul Foundation**  
**INTERIM/FINAL REPORT NARRATIVE GUIDELINES**

The following project information is needed by the Foundation to help understand the results achieved with your grant.

**Narrative Report**

1. Briefly outline your original goals and objectives, as stated in your proposal, and describe progress toward achieving them.
2. If applicable, describe the population served or community reached during the grant period. Use numbers and demographics such as race/ethnicity, gender, or geographic location.
3. Describe any unanticipated results, either positive or negative. What did you learn because of this grant?
4. How will you make changes based on these results?
5. Describe your plans for sustaining this project/program.

**Grantee Evaluation Results Form (if applicable)**

1. For grants over \$25,000 a Grantee Evaluation Plan was required and completed by your organization when the grant was approved. If an evaluation was required, complete a Grantee Evaluation Result(s) form addressing the following to complete the Final report process:  
(Go to [www.saintpaulfoundation.org](http://www.saintpaulfoundation.org) to download the Grantee Evaluation Results form)
  - a. If any of your proposed activities were not fully achieved, explain why.
  - b. If any of your proposed outputs were not met, explain why.
  - c. If any of your proposed outcomes were not fully achieved, explain why.

**Financials**

1. Attach a financial statement for the reporting period (either interim or final) that shows actual income and expenses for the project/program compared to the original project/program budget.
2. Attach a list of additional funders for the project/program, including amounts received.