

January 11, 2018

John Roberts  
Kalkaska County Library  
247 S. Cedar Street  
Kalkaska, MI 49646

RE: App# 2470 – Seed Grant – New Library Communication Strategy

Dear John:

On behalf of the Board of Rotary Charities of Traverse City, I am pleased to inform you that the Board of Trustees has approved a \$10,000 Seed grant to the Kalkaska County Library for a new library communications strategy.

This letter describes the terms and conditions of this grant award. It is agreed between Rotary Charities and the Kalkaska County Library (the Grantee) that:

1. The Grantee will use the funds only for the grant purposes specified above and not to influence legislation or an election or for any other purpose which does not meet the IRS code provisions for charitable, educational and scientific purposes. No part of the grant shall be used for debt service without the express written consent of Rotary Charities.
2. None of the grant proceeds are to be transferred by the Grantee to any other organization without the written permission of Rotary Charities.
3. Rotary Charities will pay this grant upon receipt of a signed copy of this grant agreement letter.
4. We are interested in learning about this new grant program and what it has made possible for your organization, so we may be touching base with you during the grant period to hear about your successes and challenges.
5. A report on this grant is required by January 31, 2019. You will receive a link to the online final report survey and instructions on how to submit the final budget. This report must be completed prior to submitting any subsequent grant request.

6. This grant is for a maximum period of one year to March 31, 2019. In order to receive an extension of the grant period, the Grantee must submit a request in writing explaining the need for the extension.
7. The Grantee agrees to supply such information as may be necessary to permit Rotary Charities to exercise its responsibility for supervision of the grant as required by the Internal Revenue Code.


Congratulations on receiving this grant! We wish you success. Please call our office if you have any questions.

Sincerely,



Marsha J. Smith  
Executive Director

Grantee agrees to the terms and conditions of the grant as recited above.

Signature:  Title: Pres. Date: 1/23/18