

METROWEST HEALTH FOUNDATION

161 Worcester Road, Suite 202
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508.879.7625 fax: 508.879.7628
www.mwhealth.org

June 2, 2020

Susan Ramsey
Natick Council on Aging
117 East Central Street
Natick, MA 01760

RE: Let's Talk Natick (formerly The Natick Conversation Project) #42-21

Dear Susan:

I am pleased to inform you that the Leonard Morse Grants Panel of the MetroWest Health Foundation has approved a grant of \$59,120.00 to the Natick Council on Aging for the Let's Talk Natick project. This grant is being made in response to your proposal to the foundation dated April 10, 2020.

Grants funds will be available over a 12-month period beginning June 1, 2020.

This grant is subject to the terms and conditions contained in the attached Agreement to Grant Terms and Conditions. If these correctly set forth your understanding of this grant, please indicate your organization's agreement by having an appropriate officer of your organization sign and return a copy of the agreement to the foundation.

We will be hosting a virtual meeting of new grantees on Thursday, June 18 from 2-3 p.m. Login information for the meeting will be sent via email to the project director. We ask that anyone involved in the project reporting attend this meeting.

On behalf of the foundation, I congratulate you on this grant award and look forward to working with you to implement this important endeavor.

Sincerely,



Martin D. Cohen
President

Attachments

The Metrowest Health Foundation is an independent philanthropy addressing the health needs of the following communities:
Ashland, Bellingham, Dover, Framingham, Franklin, Holliston, Hopedale, Hopkinton, Hudson, Marlborough, Medfield, Medway, Mendon, Milford, Millis, Natick, Needham, Norfolk, Northborough, Sherborn, Southborough, Sudbury, Wayland, Wellesley and Westborough.

AGREEMENT TO GRANT TERMS AND CONDITIONS

As a condition of a grant from the MetroWest Health Foundation (“the Foundation”) in the amount of \$59,120.00 to the Natick Council on Aging (“the Grantee”), the undersigned agrees to comply with the following terms and conditions:

1. **Purpose.** Under United States law, grant funds provided by the MetroWest Health Foundation may be expended only for charitable, scientific, literary, or educational purposes. This grant shall be used exclusively for the designated purposes as outlined in your grant proposal to the Foundation dated April 10, 2020. Grant funds shall not be used for purposes prohibited by law, including those under Section 4945 of the Internal Revenue Code, which specifically prohibit the use of grant funds to influence legislation or influence the outcome of any specific public election. Other restrictions and conditions contained in Section 10 of this agreement shall also apply. In the event that the funds are not used for the designated purposes, and within the time specified in the Grantee’s proposal or within any approved extension, the funds, both expended and unexpended shall be immediately returned to the Foundation. Any planned further expenditures will cease immediately.
2. **Tax Exempt Status.** The Grantee confirms that there has been no change in its qualification as a tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code and that it is not a private foundation as defined under Section 509 (a), or, it is an instrumentality of government and therefore considered to be tax-exempt.
3. **Grant Monitoring and Evaluation.** The Foundation may evaluate, monitor and conduct a review of operations under this grant, which may include visits by the Foundation or its evaluators to observe your program, discuss the program and finances with your personnel, and review records and materials connected with activities financed by the grant. A systematic record shall be kept by the Grantee of the receipt and disbursement of funds and expenditures incurred under the terms of the grant. Substantiating documents (bills, invoices, canceled checks, receipts, etc.) shall be retained in the Grantee’s files for a period of not less than three (3) years after the expiration of the grant period. The Grantee agrees to promptly furnish the Foundation with copies of such documents upon the Foundation’s request. The Foundation and/or its agents, upon request, shall have complete and timely 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. Upon request, the Grantee shall furnish to the Foundation complete copies of the Grantee's annual audited financial statements. The Foundation shall be immediately notified of any material change in the Grantee's tax status, corporate structure, or if there are any adverse changes in the Grantee's financial condition.

4. **Payments and Expenditures.** Grant funds will be available over a 12-month period beginning June 1, 2020. The first payment will be made after receipt by the Foundation of a signed copy of these terms and conditions. Expenditures of grant funds must adhere to the specific line items in the approved grant budget. Transfers among line items (increases and decreases) are restricted to one thousand dollars (\$1,000) or ten percent (10%) of the approved line item amount, whichever is greater. If a transfer in excess of this restricted level becomes necessary, the Grantee shall request authorization from the Foundation by letter. Such transfers may not be made without prior written approval by the Foundation. Future payments of these or other grant funds by the Foundation may be withheld pending receipt of required reports from the Grantee.
5. **Reports.** The Grantee shall provide the Foundation with periodic narrative and financial reports in a format and timetable prescribed by the Foundation.
6. **Publicity.** The Grantee shall send to the Foundation copies of papers, manuscripts, and other information or materials, including print media and publications, that relate to this project. Any press statements or releases, brochures, reports or other printed or electronic media that are produced as a result of this project shall include proper attribution to the Foundation as a funder. It is recommended that the Foundation's logo or the following language be used: *Support for this project provided in part by the MetroWest Health Foundation*, or, if the support is provided by one of the Foundation's Grant Panels, *Support for this project provided in part by the Leonard Morse Grants Panel [or Framingham Union Grants Panel] of the MetroWest Health Foundation*.
7. **Grant Reversion or Termination.** The total amount of this grant or any payment thereof may be discontinued or withheld at any time, when, in the sole judgment of the Foundation, such action is necessary to comply with the requirements of the law, or when the Foundation believes the grant is no longer being used for the purposes it was intended, if the Grantee shall become insolvent, or if the goals and objectives of the grant are no longer being met.
8. **Notification.** The contact to notify at the Foundation shall be its President and CEO, Martin Cohen. The contact to notify at the Grantee shall be _____, its _____.

9. **Grantee Non-Discrimination Policy.** The grantee shall not discriminate in the provision of services based on race, color, religion, sex, age, national origin, marital status, mental or physical disability, citizenship, sexual orientation, or status as a veteran.

10. **Special Restrictions and Conditions.**

- a. The grantee agrees to participate in required health equity training offered by the foundation. Training will be announced well in advance of the date and will likely be virtual.
- b. The grantee agrees to provide the foundation with updates on progress of the implementation of the agency's Health Equity Plan as requested.

The Grantee acknowledges that it has received and retained a copy of this Agreement. The undersigned certifies that he or she is duly authorized to accept this grant on behalf of the Grantee and to commit the Grantee to all of these terms and conditions.

For: Natick Council on Aging

By: _____

Title: _____ Date: _____

(Authorized Official)

By: Susan Ramsey

Title: Sr. Dir of Community Services Dir

(Project Director)

FINANCIAL REPORT

MetroWest Health Foundation

Lindsay Quillen

Natick Council on Aging

Susan Ramsey

42-21
6/1/20-6/1/21
6/1/20-6/1/21

Natick Conversation Project

EXPENDITURES

Item	Approved Budget Amt.	Period 1 6/1-11/30	Period 2 12/1-5/30	Total	Variance	Pct
I. GRANT PERSONNEL						
Project Coordinator	35,617.40					
Fringe	5,342.61					
Total Personnel	40,960.01					
II. OTHER DIRECT COSTS						
Supplies	5,000.00					
Copy/Printing	5,000.00					
Postage	300.00					
Travel	360.00					
Meeting Costs	2,000.00					
Technology/Web	2,000.00					
Subtotal Other Direct Costs	14,660.00					
III. OVERHEAD						
IV. CONSULTANTS						
Honoring Choices	1,500.00					
Video Production	2,000.00					
Subtotal Consultants	3,500.00					
Grand Total	\$59,120.01					