



February 13, 2015

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Director

David Leshar
Director

Mr. Blas Jacob Cabrera
Community Life Network
PO Box 20175
Stanford, CA 94309

Dear Mr. Cabrera:

I am pleased to inform you that the Board of Directors of the **Dean & Margaret Leshar Foundation** has approved a three-year grant to Community Life Network in the amount of \$15,000 (\$5,000 payable in 2015, \$5,000 payable in 2016 and \$5,000 payable in 2017) for Digital Storytellers to support their *Digital Storytelling Program* at Richmond High school and the RYSE Center.

A Grant Contract is enclosed. Please review the contract and have it signed by a Board officer at your earliest convenience. **Before a grant check can be released to your organization, the Foundation requires a copy of your board minutes confirming the terms and conditions of the Grant Contract.** On behalf of the Board of Directors, we are pleased to provide this continued support to Digital Storytellers.

Sincerely,

Kathleen Odne
Executive Director

CAL:shh
Enclosure
cc: Patrick Ohslund

1333 N. California Blvd.
Suite 330
Walnut Creek, CA 94596
T 925 / 935-9988
F 925 / 935-7459

www.lesherfoundation.org

February 13, 2015

Mr. Blas Jacob Cabrera
Community Life Network
PO Box 20175
Stanford, CA 94309

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All grant awards by the **Dean & Margaret Lesher Foundation** are subject to the following conditions, in accordance with laws applicable to the Foundation, and with the policies and priorities established by the Foundation. **Funding must be limited to programs and/or services within Contra Costa County.** Any special instructions applying to this grant are also listed.

GRANT CONTRACT

PURPOSE: The grant shall be used solely for the purpose stated in the grant proposal, and shall be so designated on your organization's records. No part of the funds shall be used:

- To lobby or otherwise attempt to influence legislation
- To influence the outcome of any specific public election or participate or intervene in any political campaign on behalf of any candidate for public office
- For any purpose other than charitable or educational.

BUDGET AND FINANCE: If this grant has been based upon a specific expense budget, a copy of that budget has been attached to this agreement. No changes may be made in the budgetary allocations of the grant award without the Foundation's written approval. Any portion of the grant not expended as set forth in the budget included in the grant proposal will be returned to the Foundation at the completion of the project or end of the grant period unless a written request is received and approved by the Foundation Board of Directors.

PAYMENT: Funds are to be paid on a date mutually agreeable to Digital Storytellers and the **Dean & Margaret Lesher Foundation**. Please write or call the Foundation office at your earliest convenience to establish an appropriate schedule of payment.

Payment of funds is subject to any special conditions as noted below. **Prior to any funds being distributed, the Foundation must have on file a countersigned copy of this grant agreement letter.**

PROGRAM MONITORING, EVALUATION AND REVIEW: At the conclusion of the project or grant period, your organization is to furnish an online report (accessible from the Foundation's website) within 30 days on the use of the grant to the Executive Director of the Foundation. **Funding for the second and third years of this three-year grant will be released pending review of each report.** This report should include a description and appraisal of the project or program funded under this grant. The financial portion of this report should correspond in format to the attached budget, if any, and should show a comparison of actual to budgeted expenditures.

The Foundation may monitor and conduct an evaluation of operations under this grant. Such evaluation may include a site visit from Foundation staff and/or Board to observe your program, and to discuss the program with your personnel. This evaluation may also include a review of financial and other records related to activities funded by this grant. Your organization, therefore, agrees to make such records available to authorized representatives of the Foundation.

PUBLICITY AND ACKNOWLEDGMENT: Your organization may issue a news release concerning the grant. However, the Foundation shall review the text of any release, which should be submitted to the Executive Director of the Foundation not less than ten days prior to the release date. The Foundation should be referred to as **Dean & Margaret Lesher Foundation**.

Other forms of acknowledgment, such as listings in program and annual reports, do not need Foundation approval.

SPECIAL CONDITIONS: The grant period is March 1, 2015 – February 28, 2018. If necessary, the end date may be adjusted with the approval of the Foundation.

GRANT CONTRACT – COMMUNITY LIFE NETWORK FOR DIGITAL STORYTELLERS

In the unlikely event that your organization should fail to abide by the terms set forth in this letter of agreement, the **Dean & Margaret Lesher Foundation** may terminate the grant, upon written notice to your organization. Your organization would then be required to return to the Foundation any portion of the grant funds, including interest earned, spent for purposes not specified in this letter or not otherwise approved by the Foundation.

To confirm your understanding of and agreement to the above conditions of this grant, please have the attached copy (retain original for your file) of this letter signed by an authorized officer of your organization’s Board of Directors.

By countersigning this letter, you also agree that:

- (1) Your organization’s charitable tax exempt status under the Internal Revenue Service has not been revoked or modified, and that if it is revoked or modified, you agree to notify the Foundation immediately.
- (2) The Foundation assumes no obligation to provide other or additional support.
- (3) **Your organization will submit to the Executive Director of the Foundation a copy of minutes from a meeting of your Board of Directors documenting its review of the grant award and its acceptance of the terms and conditions.**

Should you have any questions about the grant or the conditions set forth, please call me at (925) 935-9988. On behalf of the **Dean & Margaret Lesher Foundation**, I extend every good wish for the continued success of Digital Storytellers.

Sincerely,


Kathleen Odne
Executive Director

(Print or type name and position of Board Officer signing)

BY: _____

DATE: _____

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Executive Director

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BY: _____

DATE: _____