



June 12, 2019

Dear Todd,

Congratulations! On behalf of Austin Parks Foundation, I am pleased to inform you that 9th St BMX has been awarded a grant of up to **\$46,500** for the project at Duncan Park.

Please note the following requirements:

- All work must be done under the supervision and with the approval of PARD staff.
- The grant will be disbursed according to the submitted budget approved by our Board of Directors. Any substantial redistribution of expenses must be preapproved by Austin Parks Foundation prior to the expense being incurred.
- Overruns beyond the above amount will need to be added to your group's fundraising.
- Austin Parks Foundation requests more substantial documentation with the final grant report, due within two weeks of **July 1st, 2020**.

Carefully review the attached project agreement and return the signed contract to APF by email or mail within two weeks of receiving this letter. Note the due dates for project completion, extension requests, and reporting.

I'm attaching our grant policies to make working with Austin Parks Foundation easy. We have signs available to draw attention to your project – please come by the APF office to pick up these signs to be installed during the grant period.

Please note that our agreement requires this award to be recognized through your group or organization's website and social media, as well as within your project recognition plan as commensurate with our gift level. We thank you for helping us promote our grants program.

If you need guidance or assistance during the project, please get in touch with us. APF staff will be happy to lend you tools, attend meetings with PARD, connect you with resources, speak at your neighborhood association meeting, or help in any other way we can. Keep us informed about your plans and progress. We hope to attend one or more of your events to help out and to show off your work and post information for volunteers on our website.

Thank you for your involvement in Austin's parks! We're proud to be your partner in this endeavor.

Sincerely,

Ladye Anne Wofford
Chief Mission Officer