



March 22, 2016

Ms. Sara Long
Principal
Federal Hill Preparatory PTO
1040 William Street
Baltimore, MD 21230

Dear Ms. Long:

The Chesapeake Bay Trust thanks the Federal Hill Preparatory PTO for your proposal. I am pleased to report approval of a grant in the amount of \$4,200 for the fifth graders at Federal Hill Preparatory to participate in urban bird watching activities with Patterson Park Audubon Center and build a bird-friendly habitat (garden) with Parks and People; students will also be reporting on their project at the school's Green Night. Funds are provided for plant materials for garden and contractual costs for Patterson Park Audubon Center.

The full amount of this grant \$4,200 (100%) was provided by the National Oceanic and Atmospheric Administration Grant Program (CFDA# 11.454). For purposes of accounting, you may consider this award as a federal grant. This award may not be used to match funds from other federal programs. Since you are receiving federal funds, you must comply with federal requirements governing the use of those funds, specifically the OMB Circular A-133 Single Audit Act *if your total Federal annual expenditures exceed \$500,000*.

Please sign and return the enclosed grant agreement within sixty days of the date of this letter or the Trust reserves the right to cancel the grant award and apply funds to other projects.

If you should have any questions regarding our decision, please feel free to contact a Program Officer at 410-974-2941. The Chesapeake Bay Trust greatly appreciates the time you invested in proposal development, and we look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink that reads "Jana Davis".

Jana Davis, Ph.D.
Executive Director

Grant #: 13717
Project Leader: Apryl Lannigan



60 West Street, Suite 405 • Annapolis, MD 21401-2400 • PH: 410.974.2941 • FX: 410.269.0387

www.chesapeakebaytrust.org



Grant Agreement between the Chesapeake Bay Trust
and the Federal Hill Preparatory PTO

March 22, 2016

The total amount of the grant award for grant number 13717 is \$4,200. Delivery of this grant is made subject to receipt by the Chesapeake Bay Trust (Trust) of a signed copy of this agreement, which confirms that:

- 1) The grant award is in the amount of \$4,200 for the fifth graders at Federal Hill Preparatory to participate in urban bird watching activities with Patterson Park Audubon Center and build a bird-friendly habitat (garden) with Parks and People; students will also be reporting on their project at the school's Green Night. Funds are provided for plant materials for garden and contractual costs for Patterson Park Audubon Center. By accepting this award, grantee agrees that said monies will be used to accomplish deliverables and budgeted items in your grant application received on January 14, 2016 and approved in this grant agreement.
- 2) Significant changes to project scope must be approved by the Trust in advance of the change. Please visit www.cbtrust.org/forms to download the Grant Revision Request Form. Significant changes include, but are not limited to:
 - a. Changes in key personnel or key project partners
 - b. Changes in budget that result in a greater than 10% shift in funds across budget categories (e.g., supplies, personnel, contractual)
 - c. Changes in budget that result in addition of a new line item
 - d. Changes in project deliverables as proposed in your original application

Your final report will include a budget section and a deliverables section that should match your proposed budget and deliverables. If changes are made without Trust approval you will be required to refund the award.

- 3) A **final report** on this project, including a complete accounting of expenditures and complete programmatic documentation as specified in report form instructions, must be furnished to the Chesapeake Bay Trust by **6/1/2016**.
- 4) **Signed Grant Agreement, Status, and Final reports are required to be submitted by logging into the Chesapeake Bay Trust Online Grant System account accessed through the link https://www.GrantRequest.com/SID_1520 with the same username and password used when you applied. Final and status report extension requests must be made via email to the appropriate program staff at the Trust prior to the report due date and, depending on circumstances, may or may not be granted. In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee. By signing this grant agreement, the grantee agrees to comply with the status report date, if applicable, and the final report date listed above and agrees to return funds if a complete report is not**



Executive Officer Initials



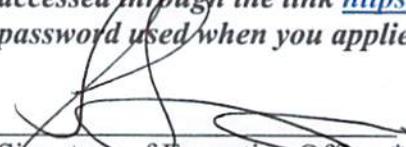
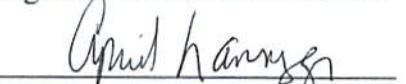
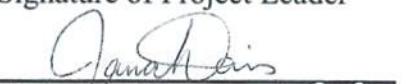
Project Leader Initials

submitted by the deadline. Failure to submit report(s) by the deadline will affect eligibility for future awards.

- 5) All materials purchased with this grant will be the property of Federal Hill Preparatory PTO.
- 6) All public communications and promotion including press releases, print publications, signage, online messaging, etc. must acknowledge the Chesapeake Bay Trust and NOAA and include an approved Trust logo. Logo files are available online at www.cbtrust.org/logos.
- 7) The Grantee agrees it will not discriminate in any matter against an employee or applicant for employment because of gender, race, age, color, religion, creed, marital status, ancestry, gender identity and expression, genetic information, sexual orientation, national origin, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment; and Grantee agrees to include a provision similar to that contained herein in any subcontract except at subcontract for standard commercial supplies or raw materials.
- 8) The grantee will hold the Chesapeake Bay Trust harmless and indemnify from any claims or litigation arising out of the grantee's performance of the project and from and against such portion of any liability for injury or damage to person or property caused by the grantee's performance of the project.

The undersigned who is (are) fully authorized in the premises of the Federal Hill Preparatory PTO accepts, subject to the terms and conditions in the above grant agreement, the proposed grant of \$4,200.

Please return signed copies of the full award letter, with each page initialed and full signatures on the last page, by uploading a scanned copy to your Chesapeake Bay Trust Online Grant System account accessed through the link https://www.GrantRequest.com/SID_1520 with the same username and password used when you applied. Please keep a copy for your records.

 Signature of Executive Officer*	Principal Title	3/24/16 Date
 Signature of Project Leader*	Teacher Title	3/24/16 Date
 Signature of Jana Davis, Ph.D.	Executive Director Chesapeake Bay Trust	3/22/2016 Date

Grant #: 13717 Grant Program: Mini Grant EE - NOAA

HELP THE TRUST TELL YOUR STORY

Congratulations on your recent grant approval! The Chesapeake Bay Trust is very excited to see your project come to life and would like to help publicize your great work. Now that you have your approval letter and your efforts can get underway, please help us learn more about your upcoming grant activity in three short ways:

**** EVENT DATE & TIME ****

**** PHOTO COLLECTION ****

**** BLOG WRITING ****

EVENTS: The Trust hosts an online calendar to help our grantees promote their upcoming events and volunteer needs. In order to know when projects take place, we encourage grantees to post events through the Trust's website: www.calendar.cbtrust.org. When applicable (and timing permits) Trust staff will try to attend particular events and we encourage you to keep in contact with staff on opportunities to volunteer, take pictures and promote activities to the local media.

(Note: We realize that certain projects do not have events associated with them but for those that do, please include them on the calendar. If your project is not open to the public, but it is appropriate for Trust staff to attend when available, please email Jennifer Kley at jkley@cbtrust.org.)

PHOTOS: There is no better way to share your story than through pictures! We urge you to take photos during any grant event, and especially before and after photos of hands-on restoration projects. The Trust will publicize these through numerous formats and we encourage you to email them anytime to jkley@cbtrust.org. If you want to see examples of previous Trust grant work, visit our Flickr page: (<http://www.flickr.com/photos/cbtrust/>)

BLOGS: Every grantee is invited to write a short blog on their Trust-funded grant project. The purpose of this post is to not only showcase great grant work, but also to help raise awareness about your organization or school and how your efforts are impacting the Chesapeake Bay. Not sure what to write about? Check out the Trust's online blog at www.cbtrust.org/blog for ideas.

Blog Criteria:

1. Between 3-4 paragraphs in length
2. Describe the nature of your grant project
3. Highlight the project before, during or after and its overall impact
4. Include pictures (when applicable) and a personal connection (when possible)

QUESTIONS?

**CONTACT GRANTADMIN@CBTRUST.ORG OR CALL THE TRUST 410-974-2941.
CONGRATULATIONS AND WE LOOK FORWARD TO A GREAT PROJECT!**