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June 5, 2020

Russell Stokes, Mayor
PO Box 519
Cortland IL, 60112

RE: Town of Cortland Planning Grant

Dear Mayor Stokes,

Congratulations on behalf of the DeKalb County Community Foundation Board of Directors!

Enclosed please find a grant for $20,000 from the DeKalb County Community Foundation Community Economic Development Grant program to be used for the Town of Cortland Planning Grant as requested in your grant application.

Please refer to the enclosed instructions to complete the Grant Agreement and Grant Report. As part of this grant, the Community Foundation will look for updates from the Town of Cortland including opportunities to arrange a site visit and photo opportunity to feature the work funded by this grant. We also request that you provide acknowledgment of the Community Foundation in publicity about this grant.

The Community Foundation will keep you apprised of opportunities to engage with other communities through the Regional Planning Commission and throughout DeKalb County to share lessons learned and opportunities for community economic development.

Please get back to me with questions.

Warm regards,

Teri

Teri Spartz
Community Engagement Director

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475 DeKalb Avenue ■ Sycamore, Illinois 60178 ■ 815-748-5383 ■ fax 815-748-5873 ■ dekalbccf.org

DeKalb County Community Foundation
Grant Agreement

This AGREEMENT, made and entered on **June 5, 2020** by and between the DeKalb County Community Foundation (hereinafter referred to as Community Foundation) and the **Town of Cortland.**

Type of Grant: Community Economic Development Planning Grant

In the amount of: $20,000

Purpose: To assist in updating the comprehensive plan for the Town of Cortland.

The Undersigned, as a representative of the **Town of Cortland**, hereby assures that the **Town of Cortland:**

- Upon receipt of the said grant will use the funds for the above stated purpose and as detailed within the Grant Application.
- Will report back to the Community Foundation after completion of the project/program and/or provide timely updates within one year from the date of this agreement (whichever comes first) as to the uses of the grant monies.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

The completion of this agreement and the grant report is an important part of the Community Foundation grant process. The grant report provides an assessment and accounting of this grant to the DCCF board and staff and also provides a tool by which Community Foundation can monitor the effectiveness of a grant in relation to the stated goals. If Community Foundation deems that funds are not used for the intended purpose or were inappropriately used, it reserves the right to request their return. Community Foundation requests that recognition be given on publicity, printed materials, other applicable materials for this project when appropriate.

In accepting this grant, the grantee and Community Foundation acknowledge that the grant shall not result in or be construed as providing Community Foundation with any right to control or direct the details, manner or means of activities by the grantee organization. Further the grant shall not create or be construed to give rise to a legal partnership, joint venture or agency relationship between Community Foundation and the grantee.

Please mail or email signed Grant Agreement (within two weeks of receipt) to:
Teri Spartz, Community Engagement Director
DeKalb County Community Foundation
475 DeKalb Avenue
Sycamore Illinois 60178

Failure to return a completed agreement within the specified time frame may jeopardize future grants from the Community Foundation.