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September 18, 2020

Washoe County Regional Parks & Open Space  
Attn: David Solaro and Joanne Lowden  
1001 E. 9<sup>th</sup> Street  
Reno, NV 89512

Dear David and Joanne,

I am pleased to confirm that Washoe County Regional Parks & Open Space has been approved for a grant in the amount of \$45,000. This grant is from the Truckee River Fund, as advised by the Truckee River Fund Advisory Committee and as approved by the Truckee Meadows Water Authority Board and the Board of Trustees of the Community Foundation of Western Nevada. The Truckee River Fund is an advised fund at the Community Foundation.

This grant is restricted to expenditures as outlined in your proposal of July 2020, titled "TRF #240-Truckee River Parks and Open Space Weed Management and Revegetation". Your endorsement below constitutes your understanding and agreement with the terms of the grant and the Reimbursement Guidelines included as page 3 of this letter. Email the signed copy of this agreement to me at [lrenda@nevadafund.org](mailto:lrenda@nevadafund.org) or fax it to 775-333-5487. This signed agreement must be returned to the Community Foundation within 30 days of award or the grant will be terminated.

Quarterly progress reports are due as long as your grant is active; please email them so they are received by **January 10, April 10, July 10, and October 10**. Grants are paid on a reimbursable basis when your quarterly reports are submitted. Each progress report should 1) summarize the work completed during the quarter as described in the scope of work in your original project proposal, 2) include the original project budget with a column showing expenditures to date, and 3) include the amount being requested for reimbursement. If no work was completed, the report should explain why and when work will begin.

Per the Project Goals and Specific Measurable Objectives listed in the proposal, the Committee awards these funds with the understanding that you will implement the project in April 2021 with completion of the measures by July 2022.

We encourage you to publicize your grant and offer these suggestions:

- a. Community Foundation logos are available to download on [nevadafund.org/Resources/Grant Recognition Guidelines](http://nevadafund.org/Resources/Grant%20Recognition%20Guidelines)
- b. Public recognition – Use the following language to acknowledge Community Foundation grants: The project was funded or (funded in part) by a grant from the Truckee River Fund at the Community Foundation of Western Nevada.
- c. Press releases – Please incorporate the language above and refer to the "Community Foundation of Western Nevada." You may use "Community Foundation" on the second reference. Send us your press releases or copies of the publications and media coverage that mention your grant. If a description of the Community Foundation is needed,

phone 775-333-5499 // fax 775-333-5487

50 Washington Street, Suite 100

[nevadafund.org](http://nevadafund.org)



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please use the following: "Founded in 1998, the Community Foundation of Western Nevada strengthens our region through leadership and philanthropy by connecting people who care with causes that matter."

Warm regards and much success on your project,

*Lauren Renda*

Lauren Renda  
Program Officer

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David Solaro

Date

Cc: Truckee River Fund



## GRANT REIMBURSEMENT GUIDELINES

Projects funded by the Truckee River Fund are paid for on a reimbursement basis. Therefore, the grantee must incur the cost of budgeted items before submitting a request for reimbursement.

Advance payments may be authorized at the discretion of the Community Foundation of Western Nevada if warranted by a compelling need. To request an advance, submit a letter stating the need and the amount of the requested advance. In the case of an approved advance, a portion of the grant will be withheld until the project has been completed and all reports have been submitted and reviewed.

If grant funds are advanced, the grantee must account for these funds separately. Any interest earned on grant funds must be used for the project as approved by the Truckee River Fund advisors. Overpayment of grant funds in excess of final project costs will be returned to the Community Foundation within 60 days of project completion.

Grantees may submit requests for reimbursement in one of two ways:

1. submit a request for the full grant award at the completion of the project and submit all billing information at that time, or
2. submit requests for reimbursement in incremental requests, not to exceed one request per quarter or four requests per year, and according to the original project budget submitted with your proposal.

Each request for reimbursement must be accompanied by legible copies of all appropriate accounting documentation for inclusion in the project's permanent file maintained by the Community Foundation. Receipts and/or invoices should be separated and marked noting whether they apply to the grant share or the matching share. Reimbursements will be made only for those items necessary to complete the project per the Scope of Work in the approved Project Agreement and subsequent approved amendments. The cost of each item submitted for reimbursement shall not exceed the sponsor's actual cash outlay for that item, or the fair market value of the item, whichever is less.

If "In-Kind Services" or "Hard Cash" are applied, the grant recipient will be required to provide adequate documentation in a format that fully accounts for the services or funds. If "Volunteer Labor" is used, it must be documented and valued at a maximum of \$20.00 per hour. Donations of cash, labor or equipment must also be documented.

Email your reports and requests for reimbursement to me at [lrenda@nevadafund.org](mailto:lrenda@nevadafund.org).