

Claire Giannini Fund
235 Montgomery Street, Suite 1220
San Francisco, California 94104
www.clairegianninifund.org

April 20, 2018

BY EMAIL

Ms. Cary Ann Siegfried
Director of Libraries and Community Services
Salinas Public Library
350 Lincoln Avenue
Salinas, California 93901
caryanns@ci.salinas.ca.us

Dear Cary Ann:

On behalf of the Trustees of the Claire Giannini Fund, I am pleased to inform you that the Fund has approved the Salinas Public Library's request for \$35,000 as described in the Library's proposal of April 2018. The grant funds may not be used for any other purpose. Any variation of more than 10 percent from the budget line items included in your proposal for the use of these grant funds must be disclosed to, and approved by, the Giannini Fund in advance of such variation.

This letter constitutes an agreement ("Agreement") between the Library and the Claire Giannini Fund. In order to confirm that the Library accepts the terms of this Agreement, please sign the Agreement and return it to me by email to adler@clairegianninifund.org, with a copy to admin@clairegianninifund.org. We will arrange for prompt payment of the grant, generally within two weeks of receipt of the signed Agreement. Please keep a copy of the signed Agreement for your files.

We request a brief description of how your organization used the grant funds toward the grant's specific purpose, including how you and we will know whether the funds have been well spent. The report should include both budget/actual financial information and a narrative response. Please provide this report to us no later than May 31, 2019. In addition, we request an interim report addressing these same questions and covering the period from your receipt of the grant funds through October 31, 2018. This interim report is due no later than November 30, 2018. Please send these reports to me at adler@clairegianninifund.org, with a copy to admin@clairegianninifund.org. You must also let us know if your organization experiences any change in its tax-exempt or public charity status.

This grant is not earmarked for any attempt to influence legislation within the meaning of Internal Revenue Code Section 4945(e). Moreover, the Library agrees not to use any part of the grant to support or oppose any candidate for public office.

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We understand that the Library collaborates with various other agencies in its services to young people. However, as the Claire Giannini Fund's grantee, your organization is solely responsible for all activities supported by these grant funds. Additionally, this grant does not create an agency relationship, partnership, or joint venture between the Claire Giannini Fund and your organization.

In your press announcements, fundraising materials, and other communications, you may acknowledge the support of the Claire Giannini Fund, but please do not identify any of the co-trustees by name.

This Agreement is legally binding, and its interpretation will be governed by the laws of the State of California.

On behalf of the Claire Giannini Fund and my fellow trustees, let me say again how pleased we are to support the Salinas Public Library.

Sincerely,



Betsy Buchalter Adler
Trustee
Claire Giannini Fund

Accepted on behalf of Salinas Public Library by:

Authorized Signature

Name

Title

Date: _____

Fiscal year ends: _____/_____
Month Day

cc: Bruce Hopkins, Trustee, Claire Giannini Fund
George Vera, Trustee, Claire Giannini Fund