

**CITIES OF SERVICE  
THE GARDEN PROGRAM  
Grant Agreement**

This Grant Agreement (“Agreement”) by and between the Fund for Cities of Service, Inc. (“Cities of Service”), located at 120 Park Avenue, 23<sup>rd</sup> Floor | New York, NY 10017, and the City of Orlando, FL (the “Grantee” or the “City”) is effective as of **Tuesday, August 1, 2017** and shall end on **Tuesday, July 31, 2018** unless terminated sooner by either or both of the parties.

**Overview.** The primary purpose of this Agreement is to establish the terms by which Cities of Service will provide the Grantee with a Cities of Service The Garden Program Grant in the amount of \$25,000 (the “Grant Funds”) to support an Impact Volunteering initiative described in Exhibit A (the “Initiative”). This funding, provided by Cities of Service, recognizes the Grantee’s commitment to engage volunteer mentors with elementary-age youth in the 10-week program that will help participants learn how to grow healthy food in container gardens, hydroponic systems, and raised-bed gardens.

The purpose of this Grant Agreement is to assist the parties in coordinating their activities by providing a written agreement of their intentions stated in good faith and with as much accuracy as possible.

**Grant.** Cities of Service shall provide the Grant Funds to support the Initiative.

**Use and Disbursement of Funds.** The Grant Funds must be dedicated to the materials and costs required for the Initiative. Grant Funds must be expended by **June 30, 2018**. The City must maintain financial records associated with the Grant Funds for at least five years after the completion of the use of the grant.

Grant Funds will be distributed after: 1) this Agreement has been fully executed; and 2) Cities of Service has approved the Grantee’s budget for the Grant Funds.

**Specific Grant Benchmarks.** In partnership with Cities of Service, the Grantee must perform the following:

- Submit an Initiative budget, following a format to be specified, for Cities of Service to review by **September 15, 2017**;
- Set metric goals for the Initiative by **September 15, 2017**;
- Launch the Initiative by **October 13, 2017**; and
- Complete interim and final progress reports in a format to be specified by Cities of Service.

**Key Personnel.** A city hall staff member employed by the Grantee will serve as the lead contact for this Agreement (“City Lead”). The City Lead will plan, direct, and evaluate the implementation of the Initiative. The Grantee must notify Cities of Service immediately in writing of any changes to the City Lead’s employment status with the City, including resignations, terminations, promotions, or demotions.

**Strategic Partnership.** The Grantee and the City Lead in particular, are expected to work with Cities of Service and its strategic partners to advance the goals of the national Cities of Service coalition, which may include:

- Ensuring the participation and support of local funders and key cross-sector partners, with the

goal of encouraging long-term sustainability of the Initiative.

- Hosting Cities of Service staff and strategic partners for possible site visits.
- Additional tasks as determined by Cities of Service and in consultation with the Grantee.

**Programmatic Reporting Requirements.** The Grantee will be required to submit interim progress reports electronically according to a reporting schedule to be specified by Cities of Service. These reports will include highlighting the progress of the Initiative, challenges encountered along the way, and lessons learned during the planning and implementation process. The interim reports will also include narrative stories that demonstrate impact of the Initiative. The report should include copies of any media coverage related to these activities, including relevant photographs or videos taken.

The Grantee will also be required to submit reports on a more frequent basis if requested by Cities of Service. Such reports will also be required to be provided in a format to be specified by Cities of Service.

The Grantee will be required to submit a final written report on or by **September 30, 2018**, the format of which is to be determined by Cities of Service, which will include a narrative on how all Grant Funds were spent.

**Media.** The Grantee agrees to acknowledge Cities of Service's funding, as described below, in publications, advertising, speeches, lectures, interviews, press releases, internet web pages, and other similar activities related to the Initiative (together, "Media Releases"). Any Media Release that refers to the funding source of the Grant shall: (1) refer to "Cities of Service" and (2) all written acknowledgements shall link to Cities of Service's website ([www.citiesofservice.org](http://www.citiesofservice.org)). The Grantee shall provide copies of all Media Releases to Cities of Service and obtain Cities of Service's consent prior to publication or distribution in any format of any Media Release.

**Specific Grantee Responsibilities.**

- The Grantee, including the City Lead and the City staff working to implement the Initiative, must support all aspects of the Cities of Service Declaration of Service.
- Using the Grant Funds, the Grantee must execute the Initiative outlined in Exhibit A.
- The City Lead and any other City staff assisting with the Initiative and related strategic volunteer initiatives must agree to take part in regular, intensive technical assistance. This may include but is not limited to regular one-on-one monitoring and technical assistance phone calls, group calls with coalition members, in-person orientations, trainings, convenings, and site visits. It is expected that the Grantee will communicate regularly and frequently with the staff and representatives of the Cities of Service coalition.
- Should Cities of Service host a convening during the term of the Agreement, the City Lead is required to attend. Cities of Service will cover the costs of registration, travel, and lodging.

**Termination Clause.** Failure by the Grantee to comply with any of the above terms may be deemed a material breach of this Agreement. In the event of a material breach of the Agreement, Cities of Service may, at its option, request reimbursement for all or a portion of the unexpended Grant Funds within 30 days of being notified of such material breach.

The Grantee agrees to notify Cities of Service immediately in the event that (i) the Mayor leaves office for any reason before the grant term ends; (ii) the City Lead's position is discontinued for any reason; (iii) the immediate reporting structure surrounding the City Lead changes; and/or (iii) any misappropriation of Grant Funds or other assets of the Grantee.

**Laws, Rules, Etc.** The parties shall comply with all applicable laws, rules, and regulations. To the extent the provisions of this Agreement are deemed inconsistent with provisions of any applicable law, rule or regulation, the provisions of any such law, rule or regulation shall control and shall be deemed to supersede provisions of this Agreement to the contrary.

**Signed:**

**AUTHORIZED CHIEF CITY EXECUTIVE:**

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Name

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Title

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Signature

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Date

**FUND FOR CITIES OF SERVICE, INC.:**

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Name

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Title

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Signature

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Date

**CITY LEAD:**

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Name

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Title

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Signature

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Date

**PAYEE INFORMATION:**

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Check payee name

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Check memo line

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Check mailing address (including attn to)

## Exhibit A



### Description of Program: The Garden

The Garden is one of Orlando's impact-volunteering programs in Mayor Buddy Dyer's Cities of Service Initiative: ORLANDO CARES, which was launched in 2011. The City of Orlando partners with Orange County 4-H & UF/IFAS, the City's Recreation Division and other partners to engage diverse adult volunteer mentors with elementary-age youth in the 10-week program. The Garden provides a safe and constructive opportunity for youth to learn about gardening, nutrition, wellness and careers in science and agriculture. Volunteer Garden Guides, help participants learn how to grow healthy food in container gardens, hydroponic systems and raised-bed gardens. The Garden program is held in under-served areas of Orlando, giving youth a 'healthy' diversion during non-school hours, as they learn to grow safe and affordable food for their family and community.

### Outcomes

Evaluations for the first five-years of the program showed that participants learned teamwork (29%), increased knowledge of gardening concepts (84%) and awareness of agri-science career opportunities (83%). They reported that their involvement with the program helped them to eat healthier, make good choices and stay out of trouble. The Garden contributes positively to youth, families and communities by engaging youth in interesting, healthy learning. Since 2011, more than 1200 students have participated in The Garden in the City of Orlando.

### Role of Sodexo Employee Volunteers

The Garden will leverage the support of Sodexo Employee Volunteers in at least two possible ways:

- **Garden Guides:** Help guide a group of upper elementary youth through a garden-based educational programs, including group activities and dialogue. Anticipated time commitment: at least one hour per week for 10 weeks.
- **Garden Caregivers:** Help youth in The Garden program maintain their outdoor garden plots by providing supplemental upkeep between garden sessions and beyond. Anticipated time commitment: at least one hour per week for 10 weeks.

### Location & Times (See attached for sample weekly topics)

The Garden has been hosted in 14 City of Orlando Community Centers through a partnership with the Recreation Division of the Families, Parks & Recreation Department. The 10 week sessions are held in two or three centers in the Spring (March-May), Summer (June-August) or Fall (October-December), from 3:30 p.m. - 5:30 p.m. (considered at-risk hours) one day each week.

### Partners

Cities of Service – Sodexo - Orange County 4H & UF/IFAS - Florida Hospital - Florida Blue University of Central Florida Arboretum - Harry P. Leu Gardens - City of Orlando, Recreation Division, Department of Families, Parks & Recreation - Mayor Dyer's Green Initiative: GreenWorks - Corporation for National and Community Service (CNCS) - AmeriCorps VISTAs