

Southwest Neighborhoods, Inc.
SWNI Community Engagement Allocation Program (CEAP)
Agreement for Community Based Organizations (2020-2021)

1. Name of Community Based Organization (CBO):

2. Project Coordinator(s):

The Project Coordinator(s) will be responsible for the oversight and compliance of their CBO's CEAP funds and project(s).

The Project Coordinator(s) shall be **[Name(s) here]**:

If the Project Coordinator(s) change, the CBO must notify the SWNI office within 5 business days.

The CBO agrees to pursue the successful completion of all elements of the project or projects, limit the use of funding to authorized expenses, notify the SWNI office of any project(s) changes, and submit a final project report by July 15, 2021 to the SWNI office. *[See information under section 6. Final Report requirements.]*

3. Scope of Services and Authorized Expenses:

a. The project(s) will consist of: [List]

b. CEAP Funds will be used for:

c. Any major changes to the scope of services or the budget must be approved in writing by the SWNI office.

4. Release of Funds:

a. Total funding for this agreement: [CEAP Approved Allocation]

b. Your project must be completed, and all funds expended by June 30, 2021.

c. In the event of failure to complete a project(s), SWNI may, at its discretion, request that all or a portion of CEAP funds be returned.

5. Communications:

a. The CBO agrees to immediately notify SWNI of any changes to the project(s) timeline, ability to complete the project(s), or ability to expend the CEAP funds for the intended purposes.

b. The CBO agrees to acknowledge the support of SWNI in all printed, web-based, or social media materials or electronic content. Printed materials or electronic content includes: Flyers, newsletters, email announcements, event flyers, annual reports, website pages, or social media announcements.

6. Final Report Requirements:

a. The CBO agrees to submit a final CEAP report that includes a short narrative (200 words or less), a budget summary outlining the CEAP funds used, and **ALL** corresponding receipts, images of the project and copies of outreach and promotional materials produced as a part of the CEAP project(s).

b. The final report must be submitted to the SWNI office within 15 days of the completion of the project or no later than July 15, 2021.

c. Failure to submit all elements of the final report by the deadline outlined above will constitute a breach of this agreement.

CBO Project Coordinator (1st)

Date

CBO Project Coordinator

(2nd)

Date

SWNI Board President

Date

(Leave Blank if None)