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Groundwork Grants I: Terms & Conditions Agreement

Groundwork Grants: Terms and Conditions

Reporting Requirements

Grant recipients are required to provide only final reports, following the completion of their projects. These should consist of both a financial report (including receipts) and a brief narrative report describing project accomplishments.

Reporting Checklist

1. Financial Report:

- a. Invoices, receipts, and any other forms of payment history for goods & services contracted using your Groundwork Grants award
- b. A simple spreadsheet, showing both proposed and actual expenses

2. Narrative Report:

- a. A brief narrative (2-3 paragraphs) describing the work that was done on the project and noting any highlights or unanticipated challenges. Any comments that help us understand the impact of these grants will be especially appreciated.

Publicizing and Acknowledging Your Grant

Grantees are strongly encouraged to publicize their awards and project accomplishments via news releases, social media, presentations, or whatever forms deemed appropriate. In doing so, please acknowledge the source of financial support as follows:

The Groundwork Grants program is administered by the California State Library in partnership with Myriad Consulting and Training and is part of the library's "Ready or Not: California Cultural Heritage Disaster Preparedness Project," funded by the State of California.

Notification Requirements

Please email joana@myriadconsultants.org in case of:

1. Change of Project Director/Grant Administrator
2. Change of project plans (i.e., new disaster-related damages necessitating a change in requested goods and services or proposed timeline)

Unused Funds and Extensions:

At the end of the grant period, the Grantee agrees to return any unexpended or unaccounted for funds to Myriad Consulting & Training, or to submit a written request for a no-cost extension of the grant period. (Funds will also be considered unexpended or unaccounted for if they were used for unintended purposes or otherwise inconsistent with the terms of this agreement.) If an extension of the grant period is needed to complete project activities, a request for approval should be submitted to Myriad no less than 30 days prior to the project end date, identified in the award document.

California State Regulations

Drug-free Workplace: The Grantee certifies under penalty of perjury under the laws of California, that the Grantee will comply with the requirements of the DrugFree Workplace Act of 1990 (Gov. Code, § 8350 et. seq.)

Non-Discrimination:

During this grant period, the Grantee and the Grantee's contractors, and subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, sexual orientation, or military and veteran status. Additionally, Grantee, contractors, and subcontractors, if applicable, shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§ 11135-11139.5), and the regulations or standards adopted by the California State Library to implement such article.

Confidentiality and Disclosure:

As with the grant applications, all project communications between the Grantee and Myriad Consulting & Training will be treated as confidential; access to reports or other materials submitted by Grantees will be restricted to program staff from Myriad and designated liaisons from the California State Library, the program's funding partner. Grantees will be identified periodically in public announcements from either Myriad or the California State Library. In the event that program staff wish to publicize specific materials shared, approval will be sought from such Grantees. Aggregated data about all projects will be provided to the California State Library and may be used in

reporting about or publicizing the grant program. As noted above, Grantees are, themselves, encouraged to publicize the receipt of their awards and accomplishments of their projects.

Communication

We are eager for you to succeed in your project and want to be of assistance in whatever ways we can. Please direct any and all questions to: Joana Stillwell, Program Officer, joana@myriadconsultants.org.

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I accept the terms of this agreement