

November 19, 2020

Ms. Michelle Podkova  
Museum Educator  
DuPage County Historical Museum Foundation  
102 E. Wesley St.  
Wheaton, IL 60187

Dear Michelle,

Congratulations! I am pleased to inform you that your grant application has been selected for funding. This year it is being funded through one of the DuPage Foundation's donor-advised funds. As part of our Community Needs Grant Program process, the Foundation regularly offers our donor-advisors the opportunity to review the grant applications that we receive. We do this in an effort to inform local donors about the needs in the community, to introduce them to the many organizations that apply to us, and to engage donor-advisors in helping us boost the level of grant support that is provided through our grant process.

This year, in response to your grant application, a donor-advisor recommended a \$2,500 grant from the History DuPage Fund, a donor-advised fund of the DuPage Foundation, to commemorate the 80th anniversary of the United States' entry into WWII and honor soldiers who fought and educate the public on WWII using firsthand stories and artifacts.

***If you publicize this grant, please list it as a donation from the History DuPage Fund of the DuPage Foundation. Also, if you wish to send a note to the donor-advisor, you may send it to us and we will forward it.***

Please review, sign and upload the grant agreement to your account by November 30 to indicate 1) that there have been no changes in your organization's IRS status, 2) your agreement to the terms of the grant, and 3) that all funds will be spent for charitable purposes.

At the conclusion of your grant or by November 1, 2021, whichever occurs first, you will be required to complete a final report. The final report is an opportunity for your organization to reflect upon the challenges and successes you have experienced related to this grant and will provide the DuPage Foundation with valuable information to evaluate the impact of our grantmaking in the community. The Community Needs final report form should be completed and submitted through your online account.

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In addition, your organization confirms 1) that this grant does not fulfill the payment of any pledge or other financial obligation, 2) that no goods or services of value will be provided to the donor or to the Foundation as stipulated by Internal Revenue Service regulations and our agreement with the donor, and 3) that, in compliance with the Executive Order 13224 and the Patriot Act, no funds provided by The DuPage Community Foundation, d/b/a DuPage Foundation, will be used to support terrorist activity nor to promote or engage in violence, terrorism, or bigotry

On behalf of the donor-advisor and the DuPage Foundation Board of Trustees, I am pleased to forward this grant and hope it will further your mission. If you have any questions regarding this grant, please feel free to call me.

Sincerely,

A handwritten signature in cursive script, reading "Barb Szczepaniak".

Barb Szczepaniak  
Vice President for Programs

P.S. Please share the news about your grant on social media and don't forget to tag the DuPage Foundation.

## **Grant Agreement**

**Date authorized:** November 18, 2020

The grant to DuPage County Historical Museum Foundation from The DuPage Community Foundation, d/b/a DuPage Foundation, is for the explicit purpose(s) described below and is subject to your acceptance of the following conditions. To acknowledge this agreement, accept the terms of this grant and receive the funds, please sign and upload this grant agreement to your account.

**Amount of Grant:** \$2,500

**Grant Purpose:** To commemorate the 80th anniversary of the United States' entry into WWII and honor soldiers who fought and educate the public on WWII using firsthand stories and artifacts.

**Grant Period Begins:** December 4, 2020

**Ends:** November 1, 2021

### **Payment/Reporting Schedule:**

- ☐ Signed Grant Agreement uploaded to online account by November 30, 2020.
- ☐ Payment distributed December 4, 2020.
- ☐ Final Report due November 1, 2021.

A final report must be completed and submitted through your online account by the due date in order for your organization to be considered for future grants.

### **Use of Funds**

The funds provided pursuant to this grant and any income earned thereon may be spent only in accordance with the provisions of your funding request and budget as submitted to the Foundation and as outlined in the grant award letter. The program is subject to modification only with the Foundation's prior written approval.

No funds provided by the Foundation may be used for any political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study and research.

Any grant funds or income earned thereon not expended for purposes of the grant must be returned.

### **Fiscal Responsibility**

DuPage County Historical Museum Foundation is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting principles.

### **Reporting Requirements**

Upon completion of the program/project, or November 1, 2021, whichever comes first, DuPage County Historical Museum Foundation will upload a final report to its account. The final report will include a description of the program progress, the results achieved, future plans and a complete financial statement. Such report shall supply sufficient information as necessary for the Foundation to determine that the grant is being used for

the purposes intended and for the Foundation to fulfill its own public reporting responsibilities. The final report must be completed and filed with the Foundation by the due date in order for DuPage County Historical Museum Foundation to receive future grants.

### Publicity

DuPage County Historical Museum Foundation will allow the Foundation to include information about this grant in the Foundation's periodic public reports, newsletter, news releases, social media postings, and on the Foundation's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.

DuPage County Historical Museum Foundation is responsible for acknowledging this grant in as many ways as possible. A summary of publicity will be required in the final report. Ideas include:

- ☐ **Logo, website, "Support provided by DuPage Foundation"** – Acknowledge support using the Foundation's name, logo, or a link to [dupagefoundation.org](http://dupagefoundation.org) in all signage, print, and online material for programs funded by the grant.
- ☐ **Social media** – Tag the DuPage Foundation on Facebook, Twitter, and LinkedIn.
- ☐ **Media release** – A sample release will be provided for community forums, newspapers, and publications.
- ☐ **Photos** – High-resolution photos of your organization should be sent to the Foundation. Photos should depict your organization in a visual, impactful way and should include people, when possible.

### Acceptance of the Agreement

Payment of this grant will be made after receipt by the Foundation of the executed copy of this form acknowledging and agreeing to the terms of this grant and the grant conditions as set forth above in this agreement and in the award letter.

DuPage County Historical Museum Foundation will notify the DuPage Foundation immediately should there be any change in or challenge to (a) the organization's tax status, (b) Grantee's executive or key staff responsible for achieving the grant purposes, and (c) Grantee's ability to expend the grant for the intended purpose.

The Foundation reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the Foundation's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation; or (c) to comply with the requirements of any law or regulation applicable to you, the Foundation, or this grant.

For DuPage County Historical Museum Foundation

M. David J. Benard  
Print or Type Name

[Signature]  
Signature

Executive Director / Secretary  
Title (Executive Director or Board President)

11/24/20  
Date