***The Grant Agreement template below is a required attachment as part of the Summer Camps Grant application process. Including a signed copy of this agreement is intended to expedite the processing of funds, if an applicant is awarded a grant. Signing this template and submitting it with your application does NOT guarantee funding. All applications must go through a competitive application process to determine whether funds are awarded or not. Please complete the sections shaded in yellow only.***

Executive Office of Education’s Summer Camp Grants

GRANT AGREEMENT

|  |  |
| --- | --- |
| **Grantor**:  **Grantee**: | Health Resources in Action  [ ] |
|  | |
| **Fiscal Sponsor (if applicable)** | [ ] |
|  | |
| **Total Award:** | $ To Be Determined at the time of award |
|  | |
| **Award Period**: | June through August 2021 |
|  | |
|  |  |

The goal of the Summer Camp Grants is to provide operational support to summer camps for the 2021 season to ensure adequate and appropriate accommodations that enable safety protocols necessary to mitigate the spread of COVID-19. Grants are available for day and overnight camp programs, as licensed or approved by the Department of Early Education and Care, the Massachusetts Department of Public Health, or a municipality. Camp programs must specifically be Massachusetts-based and serve youth and children who reside in the state. Children served must range between ages 5 and 13 for all day and overnight camps, or up to age 16 for children with special needs. The grants seek to specifically support programs that address learning loss and social-emotional development supports. Additionally, the grants seek to support programs serving youth and children residing in cities and towns that have experienced the greatest COVID-19 case burden.

Grant funds can be used to support programmatic and overall operating costs, including:

* Programmatic Costs
  + Staffing
  + Indirect costs
  + Additional programming supports in order to accommodate social distancing requirements, including but not limited to transportation, space, program supplies (so that each child has access to their own set of materials), etc.
* Operating Costs
  + Materials and supplies to support health and safety, including personal protective equipment (PPE) and cleaning supplies and equipment
  + Camp supplies, such as academic and learning materials
  + Equipment to support children’s play
  + Rent and utilities
  + Program advertising
  + Health care costs for camps, specifically to provide social emotional supports
  + Training and educational supplies, specifically to support health and safety
  + Staff training, specifically to support health and safety among campers and staff
  + Evaluation

Using funding made available by the Executive Office of Education (EOE) and pursuant to Chapter 124 of the Acts of 2020, Health Resources in Action (HRiA) is administering these grants made available through a contract with EOE. EOE is a third-party beneficiary to this grant agreement and is the original source of the funds.

**Funding Disbursement**

The funding disbursement amount will be shared with organizations selected for funding upon award notification and accompanied with an award letter.

**Grantee Expectations**

**Budget and Scope of Work**

While grants will be issued in June 2021, grant funds can be used to support expenses incurred between April and August 2021. All funds must be expended August 31, 2021. Any adjustments to the scope of work and budget must be submitted to your HRiA contact and authorized in writing, prior to making any changes in spending. In addition to the initiative’s scope of work, grantees will be expected to report on their efforts as part of the overall evaluation of the Summer Camp Grants.

**Technical Assistance**

HRiA staff will work with you and your staff to provide individualized assistance and support to conduct implementation of grant activities and to fulfill the overall goal of ensuring adequate and appropriate accommodations that enable safety protocols necessary to mitigate the spread of COVID-19.

**Reporting, Evaluation and Information Collection**

* Grantee is expected to provide information on how it used the funds. HRiA will provide a reporting form that requests information on how the funds were used to support programmatic and operational expenses and request a final project budget reflecting how expenses were allocated.
* Grantees is expected to maintain sufficient internal controls to ensure grant funds are used for approved purposes, including keeping receipts and documentation of all purchases paid for with grant funds in the event of a state-level audit. Grantee may be requested to demonstrate proof of those receipts and documentation.
* Grantee will be expected to provide final reporting to HRiA roughly one month following the conclusion of the grant period.

**Award Conditions**

The Grantee agrees and consents to the following conditions of the grant:

If applicable, Grantee has provided HRiA with verification of the Grantee's public charity status under Sections 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and agrees to notify the HRiA of any change in the Grantee's status.

Grantee will use the grant exclusively for the purposes and objectives specified in the approved scope of work and in the proposal submitted to HRiA, and Grantee acknowledges no goods or services, or benefits have been or will be provided by Grantee to HRiA.

Grantee will be awarded a **Summer Camp Grant** of an amount to be determined upon notification of award.

* Any additional costs and expenses needed to complete Grantee’s participation in the Project will be the sole responsibility of Grantee.
* In any event, no disbursement will be made until Grantee has provided HRiA with a signed IRS Form W-9. HRiA will not reimburse for expenses after the end of the contract period.
* Grantee shall provide to HRiA any records relevant to the Project that HRiA requests.
* Grantee is responsible for the oversight of subcontractors and partners involved in the approved workplan and budget.
* Grantee agrees to regular communication with HRiA, and regular review of progress being made. Unsatisfactory reviews or actions not in accordance with the grant agreement may result in probationary periods and/or termination of the award.

**Transferring Funds**

With the exception of subcontractors identified in the approved workplan and budget, Grantee shall not, under any circumstance, transfer, assign or encumber any portion of the grant. The Grantee agrees that the grant funds will not be expended, transferred, or used for any purpose or in any fashion that is prohibited by an applicable law of the United States or of any domestic or foreign jurisdiction, including without limitation, applicable laws proscribing the support of terrorism or terrorist organizations.

**Communication and Publicity**

Grantee agrees that in all media, such as printed materials, social media, annual reports and any press releases or articles publicizing this grant, the funding shall be recognized in the following manner: "**Summer Camp Grants**.” In instances where a press release is developed for distribution to media outlets, the Grantee agrees to forward to HRiA a draft for prior approval in a timely manner.

**Data Sharing and Use**

Grantee grants HRiA the right to access, possess and use any non-identifying information or data developed or produced by Grantee (or anyone working on Grantee’s behalf) as part of the work covered by this Agreement, and any similar information or data provided to Grantee by another party for use in the work covered by this Agreement. Grantee will provide such information or data upon request, and Grantee is responsible for maintaining the confidentiality and security of such information or data, and removing any personally identifiable information (e.g., name, address, phone number, social security number) from any such information or data provided to HRiA.

**Liability**

Grantee acknowledges and agrees, in undertaking the Project, Grantee is acting on Grantee’s own behalf, and HRiA is not and shall not be liable for any acts or omissions of Grantee. Further, Grantee is solely responsible and liable to HRiA for the actions of Grantee’s employees, volunteers, contractors, subcontractors and other individuals or entities performing work on Grantee’s behalf.

**Unspent Funds**

All funds must be expended by August 31, 2021. In the event that Grantee cannot expend all grant funds by that date, Grantee shall notify HRiA by July 30, 2021 and shall return any unexpended funds to HRiA by August 31, 2021.

**IN WITNESS WHEREOF,**this Grant Agreement is signed by:

**Health Resources in Action, Inc.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Steven Ridini, President**

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_**

**Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Authorized Signatory Title of Authorized Signatory**

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_**