



REGIONAL ASSETS FUNDING COMMITTEE

County of Erie
140 West Sixth Street
Erie, PA 16501
Phone 814.451.6200
www.eriecountygov.org/rafc

SPECIAL EVENTS: CONDITIONS FOR PAYMENT (Section 2)

Congratulations! Erie County Government has approved your application for a Special Events Project Grant for the 2009 funding year in the amount of \$_____.

Your RAFC grant will be dispersed once your organization has met the following conditions:

1. PROOF OF INSURANCE

Provide a copy of your current general public liability insurance policy insuring against claims for bodily injury, death or property damage in a single limit policy of Two Million Dollars for bodily injury or death for all claims and One Million Dollars for property damage for each event.

2. INDEMNIFICATION

The applicant agrees to indemnify and hold harmless Erie County against loss or threatened loss or expense by reason of the liability or potential liability of the applicant, contractor and/or subcontractor for or arising out of any claims for damages.

3. SUBMISSION OF AN INVOICE

Please submit an invoice for the exact amount of the RAFC Grant award listed above to:

The Regional Assets Funding Committee
c/o Carolyn E. Gold, Esquire
Gaming Revenue Manager
County of Erie
140 West Sixth Street, Room 503
Erie, PA 16501-1081
(814) 451-6200
cgold@eriecountygov.org

4. ACKNOWLEDGEMENT OF REGIONAL ASSETS FUNDING

Erie County Government requires that all Regional Assets Funding recipients feature the RAFC logo in a prominent position on all advertising and promotional materials associated with the grant. This includes brochures, flyers, posters, press advertisements and programs. Copies of the RAFC logo are available for download in a variety of formats from the Erie County website at www.eriecountygov.org/rafc.

Erie County Government's expectation is that acknowledgement of its assistance, while being appropriate to the circumstances, will be commensurate with that given to corporate sponsors, other sponsors, and donors for similar levels of support.

Details of the acknowledgement requirements are on the RAFC logo web page.

5. **COMPLETION OF AN RAFC FINAL REPORT**

One of the conditions for payment of the grant is the satisfactory completion of the RAFC Final Report. A copy of this report is attached to this form. This report accounts for the way in which you have used public monies to complete your project. The Final Report must be received **within 45 days of completion of the project** and it is important that you provide the information requested. Regardless of the completion date, all reports must be received no later than May 15, 2010.

Failure to comply with this requirement may jeopardise further funding through this program and/or other funding programs of Erie County Government.

The Final Report consists of:

- A Summary Narrative that addresses the objectives of the RAFC grant and the outcomes listed in your proposal;
- A Financial Report including statement of income and expenditure relating to the RAFC grant. The report must be signed by the chairperson, executive director, or president of your organization;
- A Statistical Report that provides details of event participation and attendance, including a list of community partners.

6. **CHANGES TO APPLICATION**

Grants can only be used for the purposes outlined by an organization in their grant application, and as approved by Erie County. Erie County acknowledges that projects sometimes change as they develop or because other problems or issues arise. If, before or during implementation, any significant changes need to be made to a project's scope or scale, or if a project's timetable is significantly delayed, this must be discussed with Erie County in advance and written approval obtained for any agreed variations. You must inform us immediately of any changes to your application.

Where agreement to variations is not obtained by the organization, Erie County reserves the right to suspend future payments, or to reclaim any monies that have not been utilized for the purpose they were given.

Erie County reserves the right to hold back payment of a grant or to reclaim a grant, in whole or part, if an organization fails to adhere to these terms and conditions, or if it is discovered that the application or supporting documents submitted by the organization gave false or misleading information."

You must inform the Administrative Officer of any complaints received.

7. **LEGISLATIVE ISSUES**

For grants involving the employment of freelance staff and/or other individuals, Erie County expects individuals to be recruited using good employment practice and ensuring compliance with equalities and employment legislation.

Erie County requires all funded organizations to adhere to all relevant health and safety legislation, including the carrying out of risk assessments.

8. **AVAILABILITY OF RECEIPTS**

Funding recipients are required to keep receipts for expenditures of all RAFC Grant funds. The receipts are not to be submitted with the Final Report, but should be available for inspection by the RAFC should any questions arise about the expenditures listed on the Final Report. These receipts should be kept on file by the grant recipient for a period of 3 years.

9. ADDITIONAL SUPPORT MATERIAL

Please provide a copy of a letter documenting the Matching Funds (if applicable): from the respective award funding source showing the current status (committed/pending, timing, etc.) of request. Please submit a letter from each award funding source.

If this application involves construction a copy of Planning/Zoning Letter from the local and/or County planning agency certifying that the proposed project is in compliance with the comprehensive and land use plans, zoning and subdivision codes.

10. ENTIRE AGREEMENT CLAUSE

This application and the exhibits attached hereto contain the entire agreement of the parties with respect to the subject matter of this Agreement, and supersede all prior negotiations, agreements and understandings with respect thereto. This application may only be amended by a written document duly executed by all parties.

11. ACCEPTANCE OF TERMS AND CONDITIONS

I agree to the Terms and Conditions set forth in the Regional Assets Funding Committee (“the RAFC”) grant application process and this statement of Conditions for Payment. I further agree that, as an RAFC Grant recipient our organization will complete the funded project as stated in our application or we will seek approval from the RAFC for any variation. I acknowledge that any RAFC Grant funds remaining on completion of our project will be returned to the Erie County Government.

I further acknowledge that Erie County has the right to withdraw the offer of funding or demand the return of any funds already paid if it is discovered that any of the information provided is false.

I certify that I have the delegated authority to sign this application:

Name

Title (President, Chairperson, Executive Director, *etc.*)

Signature **Date**