



ORIGINAL

**FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT**

This agreement is entered into this 27th day of July, 2016 between **The Key Clubhouse of South Florida** ("Organization") and the **Florida Endowment Foundation for Vocational Rehabilitation (dba The Able Trust)** ("Foundation") to set forth the terms and conditions upon which the Foundation shall award Grant # 17-61 to the Organization.

Foundation states that its mission is to be a key leader in providing Floridians with disabilities with opportunities for successful employment, and one of the primary means of addressing that mission is to fund programs and projects that provide successful employment outcomes to people with disabilities. Foundation has selected Organization for funding because of the projected employment outcomes.

I. Deliverables:

- A. Organization acknowledges and agrees that the funds being awarded are intended to be applied to the project described in Attachment One, which may be a copy of the grant application and proposal.
- B. Organization shall use its best efforts to implement and complete the project described in Attachment One within one year of issuance of the first disbursement of funds from Foundation.
- C. Organization agrees to collect data on individuals served and provide that information to Foundation upon request, and at reporting intervals. Data will include accurate information on an individual's contact sources (address, email, texting numbers, etc.), employment status, name and place of employment, job title, wages paid, and other job-related data unless prohibited by law.
- D. Progress reports shall be submitted by Organization to Foundation on the project as described in Attachment One. Reports will be delivered to Foundation at three, six and twelve month intervals after the date of the first disbursement of funds. Foundation may supply report forms for such purpose.
- E. Organization must sign and return contract within 90 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn. Prior to disbursement of funds, this contract must be signed by both parties, and Organization must provide proof of existence of any additional funding which Organization identified as necessary for the success of the project.
- F. Organization shall begin the project described in Attachment One upon receipt of the first payment.
- G. Organization must recognize or reference Foundation in any marketing materials or public relations activities that are the direct result of this grant. Instructions regarding such recognition or reference are included in Attachment Two.
- H. Organization will work with Foundation to assure individuals served by the grant

award are aware of the Foundation's involvement and mission.

ORIGINAL

II. Reporting requirements

- A. Organization is required to report outcomes at regular intervals during the term of the contract, as specified in I.D. above. Failure to provide progress reports as requested will result in a delay of future payments, and may result in a reduction of the grant award.
- B. Organization shall provide a full listing of individuals served by the grant project, and employed as a result of the project, per I.C. above. The listing shall be due 12 months after the first grant payment is made, or earlier upon request of the Foundation.
- C. Organization shall verify, in the regular reports, that grant funds are being applied in the specific manner and for the specific items and expenses as identified in Attachment One. Failure to use funds as specified in the project may result in a cancellation of this contract. At minimum, failure to timely apply funds to the project will result in a delay of any subsequent payments.
- D. Organization shall formally report the start-up of the project in the form of a letter to the Foundation. Failure to begin the project when the first payment is received shall result in a cancellation of the grant award and a return of any grant funds paid.
- E. Organization shall report the names and provide resume' information on all individuals hired or assigned to implement the project within 15 days of hire. If such individual(s) shall leave the project for any reason, Organization shall inform Foundation within five business days, and use due diligence in replacing the staff member with a qualified replacement in the shortest time possible. Foundation must be notified of replacement staff within thirty days of hire date. Failure to maintain adequate active staff for the project will result in payment delays and possibly cancellation of the grant award.
- F. Foundation shall be notified immediately by phone and in writing of any changes in Organization name, address, phone, fax, website URL, corporate affiliation or name of chief executive.
- G. Organization shall include in its progress reports verification of the distribution of communication materials to individuals served by this grant award. Organization shall use materials as provided by Foundation.

III. Payment and Terms

- A. Foundation agrees to provide **\$65,000.00** to Organization as Grant # **17-60** subject to the terms and conditions as stated. The Foundation shall disburse the funds to the Organization as follows: The funds shall be delivered to the Organization in three disbursement(s). The first disbursement shall be in the amount of **\$31,500.00** and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of **\$31,500.00** and will be paid by Foundation to Organization not less than 180 days after the initial disbursement, provided all reporting requirements are satisfied. The third disbursement shall be in the amount of **\$2,000.00** and will be paid by Foundation to Organization not more than 30 days after the project completion and when Foundation receives the full report on persons served and employed, as defined in I.C. above. Provided, however, that Foundation shall not be required to make any disbursement of funds under this Contract unless

and until Organization has complied with of the requirements or conditions of this Contract and unless all representations made by Organization herein are continuing, true and correct as of the date of any disbursements called for hereunder.

- B. Funds not verified as used at the conclusion of the grant period shall be returned to Foundation, unless an extension has been granted by Foundation. Any extension shall be at the sole discretion of Foundation, and may, at Foundation's sole discretion require an amendment to this Contract. No amendment or revision of the terms of this Contract will be valid unless in writing and signed by authorized representatives of both parties or such other written means agreed to by the parties under the circumstances (such as exchange of letters or e-mails documenting mutual acceptance). No temporary, occasional, or partial relief from strict compliance with this Contract agreed to by Foundation shall be construed or relied upon the Organization as grounds for any subsequent or further relief from strict compliance with the terms of this contract.
- C. If the project as described in Attachment One should cease to be operational, Organization shall inform Foundation immediately by telephone and letter from Organization leadership. Unused funds must be returned to Foundation, along with any tangible property with a value exceeding \$500. Property shall be returned at Organization's expense within 60 days of project cessation.
- D. Organization shall not use any funds for expenses incurred before the date of the initial disbursement of funds nor shall it encumber any liability related directly to the project being funded prior to the initial disbursement of funds.
- E. Foundation may conduct an audit of the project described in Attachment One at any time during or up to five (5) years after the completion of the project, which may include all records related to the project. The audit may also include Foundation directly contacting individuals and employers served by the project.
- F. Foundation may perform on-site inspections of the project during regular business hours, and will generally provide reasonable notice prior to such inspections, unless circumstances shall dictate otherwise.

IV. Insurance and Indemnification: During the Agreement, including any renewals and extensions, Organization shall maintain at its expense, insurance coverage under the State of Florida Risk Management Trust Fund, established pursuant to Chapter 284, Florida Statutes, and administered by the State of Florida, Department of Insurance and Worker' Compensation Insurance as required by law. Evidence of such insurance that names the Foundation to be a named insured on the liability policies shall be provided to Foundation in writing from the covering insurance company, within 30 days of the effective date of the Agreement. The following types of insurance are required.

- A. Commercial General Liability Insurance
- B. Workers' Compensation
- C. Employer's Liability (100,000/100,000/500,000 as minimum limits)

Organization acknowledges and agrees that the project for which Granted Funds will be used has been developed and will be implemented solely by the Organization and solely for the Organization's benefit. Organization further acknowledges that there is no agreement between Organization and Foundation, its Board members or employees to share in any of the profits, proceeds or benefits of the proposed project. Organization also acknowledges that Organization

is not an agent or employee of Foundation. Organization agrees to indemnify and hold harmless the Foundation, its Board members and employees from any and all cost, loss, damage or expense (including reasonable attorney's fees) which may occur by virtue of Organization's implementation of the proposed project to the extent authorized by law and without waiving any rights under the State of Florida Sovereign Immunity Statute, Chapter 768 F.S.

V. Non-transferable clause: This Agreement is non-transferable by Organization unless agreed in writing by Foundation.

VI. Termination

A. In the event of a breach of any promise, representation, warranty or agreement made by Organization under this Contract or in Organization's Grant Application, or in the event that Foundation believes that Organization has not attempted to or cannot or will not complete the project described in its Grant Application, Foundation shall be released from any and all obligation to provide the Funds or any undelivered portion thereof to Organization. Upon any such occurrence, Foundation shall be entitled to the immediate delivery of any unused Funds by Organization, as well as to the delivery of any personal property purchased with the Funds by Organization, and shall be entitled to pursue any other legal remedy available to it, including enforcing section III.C resulting from Organization's breach of this Contract.

Organization and Foundation accept the terms of this contract by signing below. Organization states it is authorized to enter into this contract by the signature below. Any and all required approvals, consents, and corporate actions have been taken or obtained by Organization to allow it to enter into and perform this contract.

Organization is not otherwise affiliated with any person, partnership or other entity or organization which has received a grant from Foundation and which has not been disclosed in writing to Foundation by Organization.

ORGANIZATION

FOUNDATION

By: Debra M. Webb

By: Susanne F. Hornant

Printed Name: DEBRA WEBB

Printed Name: SUSANNE F. HORNANT

Title: EXECUTIVE DIRECTOR

Title: President/CEO

Date: 7/1/16

Date: 7/26/14

General Support of Employment Programs Grant Application

Organization Name: The Key Clubhouse of South Florida

17-061

State of Florida Charitable Registration #: CH28915

IRS Employer Identification #: 26-3727540

16-202

Mailing Address

Street: 1400 NW 54th Street, Suite 102
City: Miami
State: Florida
Zip Code: 33142

Physical Location where Services Provided

1400 NW 54th Street, Suite 102
Miami
Florida
33142

Executive Director's Name: Debra Webb

Phone Number: 305-374-5115 ³⁰⁵⁻⁶⁹³⁻³⁵⁰⁸ Fax: 305-374-5113

Email: dwebb@keyclubhouse.org

Primary Project Contact: Debra Webb

Phone Number: 305-812-3215 Fax: 305-374-5113

Email: dwebb@keyclubhouse.com

Organization Website: www.keyclubhouse.org

Project Name: The Key Clubhouse Employment Initiative for Individuals with Mental Illness

Disability Population Served in proposed project: CIRCLE/HIGHLIGHT APPLICABLE

Developmental Disability	Epilepsy	Spinal Cord/Head Injury
<u>Mental Health</u>	Hearing Impairment	Learning Disability
Drug/Alcohol Dependency	Visual Impairment	Disability Neutral

Other: LIST

County/Countries to Benefit Most from the proposed project:

Miami-Dade

Is Organization currently involved in ANY Litigation: YES (attach explanation) NO

Indicate how you learned of The Able Trust: Previous grant

Time Frame for Grant Results: One Year

Total # of Persons proposed to be served during the project: 100

Total # of Persons proposed to become employed

Approximately 20 hours per week: 10

Approximately 30+ hours per week: 15

Total Amount of Funds Requested of The Able Trust: \$44,000

Total Amount of Funds Projected to support the proposed project: \$88,230

Debra Webb
Signature & Date Executive Director

Print Name: Debra Webb

Amy McCallan 3-31-16
Signature & Date Board Officer

Print Name: Amy McCallan

Representing Company: The Key Clubhouse of South Fla

Brief History – The Key Clubhouse of South Florida, Inc. is a 501(c)(3) non-profit organization incorporated in Florida in 2008 by a grassroots group of parents of young adult children with serious mental illness and a young consumer. In 2010, the group opened The Key Clubhouse, a psychosocial rehabilitation program for adults with serious mental illness that follows the evidence-based International Clubhouse program model.

The Clubhouse moved to a larger facility in 2013 to accommodate its growing membership. The Clubhouse is now located in an attractive new 2,212 square foot office space located in a 100-apartment supportive housing facility in an area of Miami that has one of the highest percentages of people living with mental illness. A total of 360 individuals have joined the Clubhouse since the opening, with an average of 28 members participating in each day. In June 2015, the Clubhouse hired a new Executive Director, Debra Webb, who served as the Founding CEO of Hope Clubhouse of Southwest Florida in Fort Myers. Debra Webb has brought a passion for helping people with mental illness and extensive Clubhouse experience in implementing successful employment partnerships with businesses in the community. In the last year we have expanded our Employment Program to include a partnership with CareerSource of South Florida that includes five Transitional Employment positions for Key Clubhouse. An additional 10 supported positions have been offered to Key Clubhouse.

The Key Clubhouse is a primary corporate entity and not a subsidiary of, or otherwise associated with any other agency, corporation, service provider, etc.

Organization Mission – The mission of the Key Clubhouse of South Florida is to afford people whose lives have been disrupted by mental illness the opportunity to recover meaningful and productive lives through reintegration into the workplace and the community. Our mission and request directly aligns with The Able Trust's mission to provide Floridians with disabilities fair employment opportunities. The primary focus of The Key Clubhouse is the "work-ordered" environment five days a week, vocational rehabilitation services, and paid transitional, supported, and independent employment positions in the community for people who are living with serious mental illness.

Project Name – Key Clubhouse Employment Program Expansion

This proposal is a direct result of the overwhelming need in Miami-Dade County to provide job skills training and employment opportunities for people living with severe mental illness (SMI). This proposal focuses on the following:

- services and programs geared toward developing and refining job skills
- opportunities for job placement
- assistance in establishing or re-establishing clear career paths
- support in pursuing educational goals that increase employability
- opportunities to develop relationships and perform tasks that promote independence, self-confidence and improve esteem.

Population Served – The Key Clubhouse is a voluntary program for adults, ages 18 and older, who have a diagnosis of a serious mental illness, such as schizophrenia, bipolar disorder, major depression, schizoaffective disorder or post-traumatic stress disorder.

Statement of Need -- The U.S. Substance Abuse and Mental Health Administration (SAMHSA) estimates that in Florida in 2012-13, four percent of adults had a serious mental illness. In Miami-Dade County, that calculates to about 84,000 adults. Although these illnesses are fairly common, fear and stigma result in these individuals being shunned and forgotten by society.

Employment, even part-time employment, is one of the most important keys to mental health recovery. It not only contributes to better financial stability, it allows people with mental illness the dignity to be productive citizens, rather than live in isolation and stigma. However, individuals with serious mental illness have one of the highest rates of unemployment among individuals with disabilities, although the majority want to work. Among clients receiving services through our local mental health network, 68% are unemployed.

Many individuals who come to The Key Clubhouse have not worked in years, have dropped out of school and/or have lost jobs because of issues related to their mental illness. A large percentage of our members have also had involvement with the criminal justice system, making it more difficult for them to find jobs on their own or through traditional job placement services.

Employment services and support for this population are desperately needed. The mental health system is fragmented and severely under-funded, leaving many individuals with mental illness homeless, incarcerated and/or without a source of income. Our county has the largest population of individuals with SMI in the state and the highest rates of homelessness and incarceration within this group.

The Key Clubhouse operates as a safe haven in this large metropolitan area for individuals with mental illness seeking to become employable. It is the only self-standing mental health rehabilitation program in the county with an "open door" policy. Our program is free and available to any person with SMI, regardless of lack of insurance coverage or place of residence. The Clubhouse has been successful in helping 56 members find full and part-time competitive employment in the community, in part thanks to the Able Trust's past support. But now we are ready to do much more by creating new employment partnerships with local businesses and preparing more members for the workplace.

Project Plan and Description -- Program Start Up: Our proposed plan is to expand the focus and thrust of our Employment Unit. The Clubhouse hired a new Employment Specialist with experience in job coaching and placement with persons with disabilities. The Employment Specialist attended a one-week training in Clubhouse employment programming at Gateway House in South Carolina. In order to expand our current program, we will also enlist two other Clubhouse staff members (also trained in employment coaching and placement) to play a larger role in employment activities with our members, including working at Transitional Employment job sites. This will enable more Clubhouse members who have expressed an interest in employment to prepare for eventual job placement. We have recruited a Board Member who has

extensive experience in job coaching and job development to help market the Key Clubhouse and further partner with other businesses.

How Needs of Individuals to Gain Employment Will be Assessed and Addressed: When a member first enrolls in the Clubhouse, the staff conducts an assessment of the person's skills, past employment and goals for self-improvement. The staff works with each member to help them determine if he/she is ready for employment or if the person needs time in the Clubhouse to develop work habits, social skills or self-confidence to become "work ready." We anticipate that the majority of members served in the program will need to begin in a Transitional Employment placement and then progress through Supported Employment before being ready for Independent Employment. Individuals living with mental illness typically need time to build their physical and mental stamina and learn the skills needed to interact appropriately in the workplace.

Training Provided at the Clubhouse: The key feature of the Clubhouse program is the "work-ordered day," five days a week, from 8:30 a.m. to 5:00 p.m., in which members and staff work side by side on tasks that run the Clubhouse operations. The work-ordered day includes units such as the Business Unit, the Communications Unit, the Culinary Unit and the Employment Unit. Tasks within the Units include: data-entry, word processing, using web-based computer applications, Internet research, preparing and serving meals, janitorial maintenance, filing, photocopying, petty cash fund management, cashiering, guest welcome and phone reception, planning and organizing activities, and conducting meetings. All tasks are designed to prepare members for paid employment. Clubhouse members are coached by staff members or other members in each task until they are proficient in conducting them independently.

The work-ordered day activities enable members to become acclimated to working hours and develop or improve good employment habits and communication skills. Members move through the program at their own rate, as each person has different needs. Joint participation in the Clubhouse operations enables Clubhouse staff to observe firsthand the developing skills and abilities of each Clubhouse member and to determine when a member is ready for employment and at what starting level.

Program Evaluative Measures: The Clubhouse will evaluate the project by collecting quantitative data on the number and type of job placements, wages earned, and duration of job retention. The Clubhouse maintains a spread sheet that is updated on a weekly basis that lists the members' employment status, place of employment, hours worked, salary and dates of employment, and wages earned year to date. Qualitative data will be collected by having Clubhouse members respond to written questionnaires concerning their experience with the Clubhouse employment program and their satisfaction with their job placement. The Clubhouse will also distribute satisfaction questionnaires to employers periodically and record employer's comments and suggestions.

Job Development and Employer Connections: The Clubhouse Employment Specialist, with the assistance of the Employment Unit, Executive Director and Board of Directors, identifies potential employment partners in the community. After the initial contact and conversation, prospective partners are invited to visit the Clubhouse to learn more about our employment programs, or an appointment is arranged at the employer's workplace.

During the initial meeting, the employer learns how the Clubhouse closely supports members who are hired. After a member is hired, Clubhouse staff will be in direct and frequent communication with the employer to ensure that the placement is working and to assist with any questions or problems. For instance, the Clubhouse may help the employer provide on-site training for the member or provide the employer with other types of support. In a Transitional Employment arrangement, the staff will train the member on the job and fill in for the member if the member is absent. If a placement is not working well for the employer, the Clubhouse replaces the member with another who is ready to work. Cultivating program/employer relationships is a priority function of The Key Clubhouse to ensure member job retention and enhance the potential for new job position placements for additional Clubhouse members.

Follow-up Methods: One of the hallmarks of the Clubhouse program is the close relationships staff members develop with our members. Members who are preparing to enter the workforce need to prove their work readiness by participating regularly and actively in the Clubhouse work-ordered day program. This allows staff to observe the skills and abilities of members at work, and determine when a member is ready to work and at what level, whether it is in a Transitional, Supported or Independent placement. The Clubhouse also provides members with information about coordinating SSA benefits and work incentives with employment.

This relationship continues when a member is employed and begins working outside the Clubhouse. Our staff maintains regular contact with working members to ensure that they are satisfied with their employment situation. We will hold employment lunches or dinners on weekends or after working hours to bring together employed members to share their experiences and support each other.

The Clubhouse staff maintains constant contact with the employer to ensure that the placement is working well and to help solve any problems. The Employment Specialist also ensures that the employer's expectations are being met by means of frequent communication. In Transitional Employment placements, if the member placed does not meet the employer's work expectations, a new member will be placed in that position.

Expected Project Outcome - One Year Outcomes: At the end of the grant funding year, our goal is to have achieved the following employment placements:

- 16 individuals in competitive, independent employment positions
- 6 individuals in competitive supported employment placements
- 3 individuals in transitional employment placements

The Key Clubhouse will provide comprehensive employment data to The Able Trust at three, six and twelve months, using the data collected and recorded in our member database. This information will also be provided to The Able Trust on request after the grant period has ended, as the member database is an integral part of our Clubhouse program and is continuously maintained.

Amount Requested/Total Project Cost - We are requesting a grant of \$44,000 from The Able Trust, representing 50% of the total program cost of \$88,230. The grant amount will cover a

major portion of the salary and benefits of an Employment Specialist. Additional funding will come from our contract with the South Florida Behavioral Health Network (\$38,730) to pay for the remaining cost of the Employment Specialist, 20% of the salaries and benefits of two Clubhouse Generalist Staff who will also be working directly to place and support members in employment, and 15% of our Executive Director's salary and benefits, as she will be actively recruiting employers and working to place members in jobs. We will apply to Peacock Foundation, a major donor since 2010, for the costs of travel to training conferences and job sites, printing and program supplies (\$5,500).

The Able Trust's grant is needed to address a funding gap that the Clubhouse will experience in 2016-17 to cover the Employment Specialist's salary. We have been successful in raising a small portion of this amount from fundraising activities in the community, but at present, we cannot expand our employment program efforts without additional funds.

Future Funding Situation - As part of this grant project, we will dedicate resources to raise the necessary funds to sustain the program through the following efforts:

- Seeking additional grant opportunities: We have been successful in obtaining new grants from foundation and corporate prospects every year since the Clubhouse opened in 2010. We will continue to apply for additional foundation and corporate grants. For example, we are in the pre-application process for Miami-Dade County's Community Based Organization grant program (this program was closed to new applicants for several years and is now open to new applicants for funding in 2017). This is a potential source of major, multi-year support.
- The Board and our first Special Events Committee planned our first signature event, called "Into the Light," a benefit luncheon that featured a global author and speaker on mental health and suicide. It was an outstanding success that attracted more than 270 people and raised \$80,000. The plan is to continue to build on this success and start planning the second event. We are currently developing a Gift Giving Campaign with different levels of giving. One goal of the campaign will be to encourage more donors to commit to annual giving at \$1,000 and above. This will help to secure our future growth. The Clubhouse has also raised an increased amount each year from Give Miami Day, a local Internet-based giving campaign. We will continue to develop new social marketing tools to raise more from this annual campaign.
- Increasing state funding. We will soon conduct negotiations with South Florida Behavioral Network to increase our state funding. Our Board Chair sits on the Board of Directors for that organization and is a strong advocate.

Statement of Relationships - The Key Clubhouse has no known relationships with any Director or their immediate family, or staff/co-worker of The Able Trust and has not donated any funds or volunteer hours to the organization.

The Key Clubhouse of South Florida Revised Budget 6/22/2016

Items	The Able Trust	South Florida Behavioral Health Network	Private Foundation Grant
Employment Program Staffing	\$65,000	\$28,730	
Travel	\$	\$	\$3,000
Printing	\$	\$	\$1,000
Program Supplies	\$	\$	\$1,500
Total	\$65,000	\$28,730	\$5,500
Admin Cost (limited to 15%)	\$0		
Total Amount Requested of The Able Trust	\$65,000	Grand Total Amount of the Project	\$99,230

Amount Requested/Total Project Cost - We are requesting a grant of \$65,000 from The Able Trust, representing 66% of the total program cost of \$99,230. The grant amount will cover:

- 100% of the salary and benefits of an Employment Specialist and
- 54% of the salary and benefits of a new Rehabilitation Specialist.

Additional funding will come from our contract with the South Florida Behavioral Health Network (\$28,730) to pay for the partial salaries and benefits of two Clubhouse Generalist Staff who will also be working directly to place and support members in employment, and 15% of our Executive Director's salary and benefits, as she will be actively recruiting employers and working to place members in jobs. We will apply to Peacock Foundation, a major donor since 2010, for the costs of travel to training conferences and job sites, printing and program supplies (\$5,500).

The Able Trust's grant is needed to address a funding gap that the Clubhouse will experience in 2016-17 to cover the Employment Specialist's salary and additional funding for a new Rehabilitation Specialist. We have been successful in raising a small portion of this amount from fundraising activities in the community, but at present, we cannot expand our employment program efforts without additional funds.



The Able Trust™ Name, Logos and Taglines Requirements

Name, Logo and Tagline Usage Guidelines

- The Able Trust name and logo is a registered trademark with the United States Patent and Trademark Office
- The name, logo and tagline may not be used without express written permission from The Able Trust
- The name, logo and tagline may not be used in a manner that would disparage The Able Trust
- The logo and tagline may not be distorted in perspective or appearance
- The logo and tagline must be used as provided by The Able Trust with no changes in color, design or removal or addition of any words or artwork
- To request an electronic version of The Able Trust logo or have draft materials approved by The Able Trust, contact Guenevere Crum, at 888.838.2253 or guenevere@abletrust.org

The Able Trust Written Words Specifications & Requirements

The Able Trust should always be written in the following format:

- "The Able Trust"
- Capitalize the "T" in The and the letters in lowercase following the A in Able.

The following is incorrect:

- the Able Trust
- the ABLE Trust

The Able Trust Logo Specifications & Requirements

Pantone Color Specs
For Press Printing
PMS280 = Pantone 661

CMYK Color Specs
For Desktop Printer or Digital Press
C = 100
M = 100
Y = 27
K = 14

RGB Color Specs
For Computer Screen Presentation
R = 38
G = 38
B = 113
(hex #: 262671)

*Grayscale - The entire logo wording should be black with a white background, as shown below.

ORIGINAL

Grant Logo

The Grant Award logo is shown as follows. It may be increased or decreased in size. However, its proportions should never be altered.



###

ORIGINAL



FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION

Choice of Receiving Method for Progress Reports

Please indicate your choice for receiving Progress reports. No matter which method selected reports must be returned to The Able Trust by their indicated due date via postal mail to accommodate the volume of receipts and invoices that are required to be attached to support Budget line item expenses.

[] Organization would like to receive Progress reports by Postal Mail. Indicate any changes to the organization mailing address that are different than the proposal to route the envelope to the correct responsible person:

[X] Organization would like to receive Progress Reports by Email. Indicate one or more addresses the report should be sent to:

Print Name of Person: DEBRA Webb

Print carefully Email: DWebb@keyclubhouse.org

Print Name of Person: PRECIOUS DENSON

Print carefully Email: PDENSON@keyclubhouse.org

Phone Number & Address to contact if the email is returned undeliverable: 1-305-693-3508 1400 NW 54 Street, Miami, FL 33142

Choose ONE answer: Do you need a PLAIN TEXT FILE? YES Not Necessary [checked]

By signing below, Recipient agrees to the choice made above. Changes can be made at any time during the grant year by requesting the change on Organizational letterhead the change(s) needed and why with the signature of the authorizing personnel.

Signature of Executive Director [Signature]

Date 7-1-16