THE ABLE TRUST™

FLORIDA ENDOwMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this **30th** day of Aug., 2019 between Lighthouse Central Florida, Inc. ("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 # **20-62** 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. This contract and all deliverable reporting may be open for public viewing and distribution in accordance with Florida’s public records laws.

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. Project reports shall be submitted by Organization to Foundation on a quarterly basis. August 10, November 10, February 10 and May 10 of the applicable calendar year.

E. Organization must sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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.
II. Reporting requirements

A. Organization is required to report outcomes at the quarterly intervals during the term of the contract, as specified in I.C. 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 quarterly and final list with follow-up on employment status on all participants is due with the final report 13 months after the first grant payment is made.

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 # 20-62 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 on utilization of 75% of first payment as provided in the second or third quarterly reports and significant progress in the program’s goals. The final 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. Organization recognizes and acknowledges that funding is subject to continuing support of Foundation by the Florida legislature.

C. 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 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.

D. 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.

E. 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.

F. 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.

G. 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’s 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**

By: [Signature]

Printed Name: Kyle Johnson

Title: President/CEO

Date: 7/15/19

**FOUNDATION**

By: [Signature]

Printed Name: Guenevere Crum

Title: Interim President & CEO

Date: August 30, 2019
General Support of Employment Programs Grant Application

Organization Name: Lighthouse Central Florida, Inc.

State of Florida Charitable Registration #: CH980
IRS Employer Identification #: 59-2418228

Mailing Address
Street: 2500 Kunze Ave.  
City: Orlando  
State: Florida  
Zip Code: 32806

Physical Location where Services Provided
215 East New Hampshire Blvd.  
Orlando  
Florida  
32804

Executive Director's Name: Kyle Johnson
Phone Number: 407-898-2483  ext 226  
Fax: 407-898-0236
Email: kjohnson@lighthousecfl.org

Primary Project Contact: Mike Walsh
Phone Number: 407-898-2483  ext 253  
Fax: 407-898-0236
Email: mwalsh@lighthousecfl.org
Organization Website: www.lighthousecfl.org

Project Name: Lighthouse Employment Opportunities & Placement for the Blind and Visually Impaired

Disability Population to be Served in proposed project:
LIST Visual Impairment

County/Counties to Benefit Most from the proposed project:
Orange, Osceola and Seminole Counties

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

Time Frame for Grant Results: One Year
Total # of Persons proposed to be served during the project: 15-20
Total # of Persons proposed to become employed
Approximately 20 hours per week: 15-20
Approximately 30+ hours per week: 15-20
Total Amount of Funds Requested of The Able Trust: $65,000
Total Amount of Funds Projected to support the proposed project: $527,460

Signature & Date Executive Director  
Signature & Date Board Officer

Print Name: Kyle Johnson  
Print Name: Paul Prewitt  
Representing Company: Lighthouse Central Florida

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Updated December 2016

Attachment 1
History
Since 1976, Lighthouse Central Florida (LCF) has been providing vision-rehabilitation services for persons of all ages who are blind or severely vision impaired and their families. Lighthouse provides early intervention services for children from birth-6, a school age program for children ages 6-13, a transition program for teens and young adults ages 14-22, and training in independent and daily living skills, access technology, and self-advocacy education for all ages. Lighthouse Central Florida is the only non-profit, private organization providing these services in Orange, Osceola, and Seminole Counties. In November 2010, LCF established Lighthouse Works (L.W) as a separate 501(c)3 non-profit subsidiary and revenue-generating social enterprise initiative with the goal of addressing the lack of employment opportunities available to the blind and visually impaired (BVI) community.

Mission
Lighthouse Central Florida’s mission is “Charting a course for living, learning, and earning with vision loss.” For the individuals and families Lighthouse has served since its establishment in 1976, these words mean hope for a future of personal and professional achievement that may have otherwise been out of reach.

Project Name – Lighthouse Employment Opportunities & Placement for the Blind and Visually Impaired

Qualifications & Capacity
LCF’s leadership is committed to our mission and as such is accredited by the National Accreditation Council for Agencies Serving People with Blindness or Visual Impairment. The agency provides quality, comprehensive services through the work of experienced executive and direct-service personnel. Our fiscal management is also strong as the current Executive Management Team has been in place for many years. Mr. Kyle Johnson is now LCF’s new President/CEO effective February 1, 2019, but was previously on the Executive Team for five years. LCF’s Strategic Plan called the Vision/Traction Organizer (V/TO) has been a powerful tool to help us simplify our strategic planning process which has already started taking us to the next level of success. LCF’s financial and intellectual resources are also strong as LCF has had no audit exceptions or negative comments in the auditor Management Letters in all audits, included those conducted by an Independent External Auditor and by community funding agencies.

Population Served – Includes Blind and visually-impaired (BVI) adults working towards achieving successful employment goals will be served. A number of clients may also have secondary disabilities including speech and hearing deficits, cerebral palsy, and usher’s syndrome, along with sight loss resulting from disease and/or genetics. A grant award from The Able Trust will provide 15-20 additional jobs to this population.

Statement of Need – For 43 years, Lighthouse Central Florida has been the ONLY provider of vision rehabilitation services in the tri-county area. It is estimated that approximately 41,960 Central Floridian (Orange, Osceola and Seminole County) adults who live with vision difficulty (Florida Associations of Agencies Serving the Blind, October 2018). This number, however, does not represent the true need because it counts

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only those for whom blindness or vision impairment (BVI) is identified as the primary disability. Individuals living with a different disability who do not report due to the belief that it is "part of aging," are not counted in most major studies. In 2017, the employment rate of working-age people (ages 21-64) with any disability in FL was 34.2% compared to 77.6% without disability. The gap between the employment rates of working-age people with and without disabilities was 43.4 percentage points. Employment by disability status for Visual disability was second highest at 44.7% only a few percentage points behind hearing disability which was first at 50.8%. The poverty rate of working-age people with disabilities was 25.3% which increases to 26.5% specifically for Visual disability. (2017 Disability Status Report, Florida, Cornell University) According to this same report, even when a working-age adult has full-time/full-year employment, the median annual household income for a BVI worker remains much lower ($47,500 vs. $60,700 per year for a non-disabled worker). Persons with disabilities have lower employment rates than persons without disabilities, according to many reports produced by the Bureau of Labor Statistics (BLS).

Employment is a key factor in the social integration and economic self-sufficiency of working-age people with disabilities. There is also a need to widen diversity in the overall workforce, including the hiring of underrepresented populations such as people with disabilities. In thirty four states, the employment percentage gap between those with a disability and those without was 30 percentage points or greater; Florida was one of six states that showed a high employment percentage gap of more than 35 percentage points.

Project Plan and Description – Many people living with BVI lost their sight sometime during their life and with it, the hope of ever again living a "normal" life. LCF is the exclusive provider of rehabilitative services to people living with BVI in the tri-county area. Comprehensive education, emotional and peer supports, independent-living instruction, integrated and competitive employment marketplace services, including full service job placement will be provided to BVI adult individuals, helping them achieve life goals that many assumed were not within reach.

Employed individuals with disabilities are underrepresented in management, professional, and technical jobs, compared with an overrepresentation in service, production, and transportation jobs. Further, individuals with disabilities, while educated, are not often considered for certain occupations. Vision rehabilitation, job readiness and employment foundation skills will be provided to help each adult maximize their potential to realize their dreams. For those adults whose goals are to go back into a career, the Lighthouse Employment Opportunities & Placement for the Blind and Visually Impaired project services are critical to helping them not just get a job where they get frustrated and leave because of their disability but get into a career where they are valued. Funds will be used for adult services in providing career exploration activities, work experiences, job seeking skills instruction, and technical skills instruction all necessary for encouraging opportunities critical for BVI clients to be successful in the workplace. Job placement services, coaching job seekers in obtaining employment as well as Lighthouse working with employers to educate them on working with BVI will also be provided to facilitate the hiring of BVI individuals. Lighthouse Central Florida will connect with the applicants directly through Lighthouse Vocational Rehabilitation programming. Potential clients and Employers for work experiences and placements will

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be recruited through Florida Division of Blind Services referrals, job boards, National Industries for the Blind, CareerSource, Goodwill Industries, social media, and consumer organizations. Persons of all types have different interests, goals, and aptitudes. The BVI community is no different. There are times when a worker may want to pursue something different. In order to gauge job satisfaction, all LCF placed clients will be given an evaluation periodically to gauge their job satisfaction for continued retention in their competitive employment placements.

Adults living with BVI will obtain a job, perform tasks with consistent independence ultimately resulting in increased earning potential, competitive employment and the reduction of taxpayer burden. Overcoming barriers to employment are critical for the success of BVI in an integrated and competitive employment marketplace. Key considerations to overcome barriers to the employment of persons with visual impairment will be fully addressed in this program, including transportation, background checks, lighting conditions, job specific training and certifications, adaptive technology, on-site orientation and mobility, re-engineering (functional, instructional) support, safety and security as well as self-advocacy. Eliminating high cost barriers including transportation, accommodations for special needs and empowering adults by example is our goal at Lighthouse Central Florida.

The organization’s Communications Manager works closely with program staff at Lighthouse Central Florida to collect success stories, interviews, photos and videos to share through traditional and social media platforms. These media pieces are made available to the public and the Development team can provide The Able Trust with extra materials based on need.

**Project Outcomes**

An ongoing written program evaluation system will be utilized to measure the effectiveness of components of program services. The evaluation system will cover aspects of the service including program and individualized planning, implementation of services, employment outcomes, and follow-up procedures. Evaluation findings will include a review of resource allocations, both personnel and financial, and suggestions for modifications and improvements. Evaluation results will be utilized in short and long range planning. Comprehensive data will be collected over the grant term and up to three years afterwards to include but not limited to name of individual, disability type served, name of employer, job position, start date, wage, benefits, satisfaction with the position, and promotions received. Through funding provided by the Able Trust, LCF will be able to successfully place 15-20 blind or visually-impaired adults into competitive and integrated employment.

**Performance Measure:** BVI will attain self-determined level of independence based on goals and maintain active participation in the workplace, home, and community.

**Tools:** Pre and Post test, ongoing assessments of skills mastered and placements made.

**Frequency of data collection:** Regularly as outcomes are achieved.

**Amount Requested/Total Project Cost — $65,000**

Other sources of funding include the Florida Division of Blind Services and Westgate: $15,000. With the support of the Able Trust, LCF will be able to successfully place 15-20 of our clients into an integrated workforce and help close the gap between the

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employment rates of working-age people with and without disabilities which is currently at 43.4 percentage points. We are focusing on the number one industry driving GDP Growth in Florida which is Tourism (Customer Service and Warehouse jobs). Costs will focus on: Assessment of employability factors, Coaching in developing and implementing a job search plan, Networking with employers, & use of community employment resources such as the state employment service, Job Modification, Planning post-employment services and Set up of work experience training, on-the-job training and other types of job try-outs, consultation with employers or supervisors as necessary to retain successful employment.

Describe the Future Funding situation
Lighthouse Central Florida as an organization has been in business for 43 years and as such sustainability is very important to us. We recognize that dependency on grants and contracts is not a predictable or reliable model of sustainment. Even the agency's most steady funder, Florida's Division of Blind Services, continually faces budget cuts that affect the amount of funding made available to our services. The Development Department along with Programs continuously works to secure funding through applying for new grants, increasing individual giving and special events, to assure all children, teens, adults and seniors who have the desire and potential to live full, independent lives with dignity, have the opportunity to access services as well as specialty equipment. We also will continue building new relationships and expanding existing ones with community business partners such as Westgate Resorts Foundation and Central Florida Hotel & Lodging Association that are current funders of programs at LCF. LCF also hosts fundraisers that contributes to the operational budget. Sustainability also includes:

SOCIAL ENTERPRISE MODEL:
Lighthouse Works is our social enterprise non-profit, which means our businesses exist to forward and fund LCF’s mission of living, learning and earning with vision loss. Lighthouse Works operates as a competitive business generating revenue stream that will support its operations and eventually provide supportive funding for LCF programming.

SLIDING SCALE FEES AND INSURANCE REIMBURSEMENT INITIATIVES
All LCF services have been provided at no charge to the client with reliance on minimal government contracts and philanthropy to fund professional staff, facilities and materials. In the new fiscal year, a sliding scale fee program based on clients’ income may be launched for some programming – but no client will ever be denied services. LCF is expanding its vision rehabilitation programs with occupational therapists & low vision medical professionals to support Medicare & private insurance reimbursements for costs.

ENHANCED DEVELOPMENT PLAN:
LCF recently evaluated its fundraising and donor development strategies and has made changes to staffing, focus, and capacity to increase donor-generated revenue. The strategies described above will help LCF expand programming to reach more individuals and families in need and better connect with potential individual and corporate donors.

Statement of Relationships – There is one conflicting relationship that exist between one of our Lighthouse Central Florida Board of Directors, Sharon Foley and The Able Trust. Sharon Foley reports to Scot LaFerte, Senior Vice President of Human Resources at Universal and he sits on the Board of the Able Trust. There are no other known relationships.

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<table>
<thead>
<tr>
<th>Items</th>
<th>The Able Trust</th>
<th>Westgate Foundation</th>
<th>Florida Division of Blind Services</th>
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<tr>
<td>A: Assessment of employability factors</td>
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<td>B: Coaching in developing and implementing a job search plan</td>
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<td>C: Networking with employers, use of community employment resources such as the state employment service</td>
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<td>$55,932.5</td>
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<tr>
<td>D: Job Modification, Planning post-employment services</td>
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<td>E: Set up of work experience training, on-the-job training and other types of job try-outs, consultation with employers or supervisors as necessary to retain employment</td>
<td>$25,000</td>
<td>$7,500</td>
<td>$55,932.5</td>
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<td><strong>Total</strong></td>
<td><strong>$60,000</strong></td>
<td><strong>$15,000</strong></td>
<td><strong>$447,460</strong></td>
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<tr>
<td>Admin Cost (limited to 15%)</td>
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<td><strong>Total Amount Requested of The Able Trust</strong></td>
<td>$65,000</td>
<td>Grand Total Amount of the Project</td>
<td>$527,460</td>
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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**

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<thead>
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<th>RGB Color Specs</th>
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</tr>
<tr>
<td></td>
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<td>R = 38</td>
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<tr>
<td></td>
<td>M = 100</td>
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<td></td>
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*Grayscale - The entire logo wording should be black with a white background, as shown below.*

Attachment Two
Logo Size

The logo may be increased or decreased in size. However, its proportions should never be altered. Here are some recommended sizing options.

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<thead>
<tr>
<th>Size</th>
<th>50% Aspect Ratio</th>
<th>75% Aspect Ratio</th>
<th>100% Aspect Ratio</th>
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<tr>
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<td>1.02 X 1.49</td>
<td>1.36 X 2</td>
</tr>
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The Able Trust Grant Award Logo Specifications & Requirements

- The Able Trust Grant Award contract states that “The Agency must recognize the Foundation in any materials that are the direct result of funding through this Contract.”
- All materials that include the promotional logo or written recognition statement must be approved by The Able Trust.
- Materials can be emailed, faxed or mailed to:
  Guenevere Crum
  The Able Trust
  3320 Thomasville Rd, Suite 200
  Tallahassee, FL 32308
  850.224.4496 Fax
  guenevere@abletrust.org

- The Able Trust logo should be used for promotions related to projects funded by The Able Trust grant awards, which may include for example:
  - Project brochures
  - Project informational flyers
  - Event invitations/flyers/program books related to projects funded by The Able Trust grant award
- The Agency Grant Award contact should request an electronic format of The Able Trust logo to include in promotional materials or use the logo slick provided with The Able Trust Grant award contract.
- *Logos should not be scanned from this document or copied/saved from The Able Trust website.
- For press releases, please use the following written recognition statement in lieu of the logo:
  - This Project Funded by The Able Trust

Attachment Two
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.

This Project
Funded by

THE
ABLE
TRUST

This Project
Funded by

THE
ABLE
TRUST

###

Attachment Two