FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 30th day of August, 2019 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 #20-63 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sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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 # 20-63 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: Debra Wrigg
Title: Interim Director
Date: 7/22/19

FOUNDATION
By: [Signature]
Printed Name: Guenevere C. Cunn
Title: Interim President & CEO
Date: August 30, 2019
General Support of Employment Programs Grant Application

Organization Name: The Key Clubhouse of South Florida

State of Florida Charitable Registration #: CH28915
IRS Employer Identification #: 26-3727540

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

Physical Location where Services Provided
Street: 1400 NW 54th Street, Suite 102
City: Miami
State: Florida
Zip Code: 33142

Executive Director’s Name: Debra Webb
Phone Number: 305-653-3508 Fax: 305-693-3510
Email: dwebb@keyclubhouse.org

Primary Project Contact: Debra Webb
Phone Number: 305-812-3215 Fax: 305-693-3510
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:
LIST Adults with serious and persistent mental illness

County/Counties 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: 20
Approximately 30+ hours per week: 10
Total Amount of Funds Requested of The Able Trust: $65,000
Total Amount of Funds Projected to support the proposed project: $196,253

Debra Webb 4/2/19
Signature & Date Executive Director
Print Name: Debra Webb

Amy McClain 4/2/19
Signature & Date Board Officer
Print Name: Amy McClain
Representing Company: 

www.abletrust.org
Project Name – Recovery through Work

Population Served – Adults, age 18 and older, living with serious and persistent mental illness, including schizophrenia, bipolar disorder, major depressive disorder, schizoaffective disorder, PTSD, and major anxiety disorder.

Statement of Need for Recovery through Work program in Miami-Dade County for people living with serious mental illness - As the most populous county in the state, Miami-Dade County has the greatest population of people living with serious mental illness, approximately 87,730 individuals. Most of the resources of its underfunded mental health system are focused on short-term crises. More than 28,600 involuntary Baker Act examinations were given to Miami-Dade residents experiencing severe symptoms of mental illness in 2016-17, representing a 100% increase since 2007-2008, even though the population increased only 9.7% (Baker Act Annual Report for 2016-17). There is a shortage of services, such as those provided by The Key Clubhouse, that focus on long-term rehabilitation and recovery to take people out of the cycle of repeated mental health crises.

Employment, even a part-time job, plays a critical role in long-term stability. Nationally, unemployment among this population is extremely high, between 65% and 85%, but in Miami-Dade County it is even higher. A report by the South Florida Behavioral Health Network (SFBHN), the Managing Entity for mental health and substance use disorder services in Miami-Dade and Monroe Counties, found that 88% of the nearly 30,000 adult clients with mental illness served did not have any employment income (SFBHN Community Needs Assessment-2016-17). Employment training was also at the top of the list of needs requested by mental health consumers through a local survey conducted by SFBHN.

Project Plan and Description – The Key Clubhouse has a proven record of success for a program of its size in preparing and placing its members in jobs in the community. Since 2016, it has placed 108 members living with serious mental illness in jobs in the community through partnerships with local businesses. The Clubhouse will soon have the opportunity to have a greater impact on the local mental health system. Through a collaboration with Carrfour Supportive Housing, in late 2020 or early 2021, The Key Clubhouse of South Florida will move from its current 2,210 sq. ft. space to a larger 5,000 sq. ft. facility within a new affordable housing complex called Northside Commons. This complex will offer supportive housing for many of our members as well as other people living with mental illness. In this new larger location, our Culinary Unit will have a commercial kitchen to train members in culinary skills. The Business and Communications Unit will feature more computers and media technology to teach members technology skills. A separate space will be devoted to Employment Services that will include DVR placement services.

The overall goal for this grant project is to build the capacity of our employment program at our current site to include DVR placement services so that it is fully operational when we move to the larger Clubhouse. Establishing a productive DVR program typically takes more than a year and will require additional staff and processes. This project will be led by our Program Manager, who holds a Master’s Degree in Rehabilitation Counseling and experience operating DVR

www.abletrust.org
programs. She also works one-on-one with members to help them reach their employment goals. Project activities include the following:

1. Hire an additional full-time staff member to assist members with pre-employment skills training and provide staff support for Transitional Employment positions (now underway);
2. Hire one part-time staff person with experience in DVR procedures to set up and implement the first phase of DVR program procedures (REBA system, create Individualized Plans for Employment [IPE] with Clubhouse members, etc.);
3. Recruit additional employers for Transitional and Supported Employment placements;
4. Transfer all employment data from a spreadsheet system to our clubhouse database program to improve data collection and reporting.

How individuals will become part of the project - The Key Clubhouse receives a steady stream of referrals from a variety of sources, including self-referrals and family members, through word-of-mouth and our website; psychiatrists, community mental health centers, the 11th Judicial Circuit Jail Diversion Program, Camillus House, the NAMI of Miami, and Jackson Memorial Hospital. Once our DVR program is active, we will also receive referrals from DVR. Potential members take a tour of the Clubhouse to decide whether to participate.

How the needs of individuals to gain employment will be assessed and addressed – Individuals must submit a psychiatric referral form prior to acceptance and then our staff conducts an assessment of the person’s skills, past employment and goals for self-improvement. The desire to work immediately puts that member on the path to employment. 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.

What training will be provided, what curriculum/software/testing will be used in the training and how individuals move through the program: The Clubhouse offers a structured “work-ordered day,” five days a week, from 8:30 a.m. to 5:00 p.m., in which members learn pre-employment skills and become acclimated to a workplace environment. Members and staff work side by side in work units on tasks that run the Clubhouse operations. Members choose their work unit where they learn how to perform typical office tasks (computer entry, phone reception, filing, copying, etc.) food service tasks, janitorial tasks and video production tasks. All tasks are designed to prepare members for paid employment. To further prepare members for employment, we will be soon be adding “Work-Ready Wednesdays” to the Clubhouse schedule every other Wednesday afternoon. During these sessions, members will participate in instruction and discussion sessions on specific topics that will align with DVR Pre-Placement Training requirements.

Measurement/evaluative measures that will be used during the project: The Clubhouse will evaluate the project by collecting quantitative data on members’ employment status (described in detail under “Project Outcomes”), the number of Transitional, Supported and independent job placements, and completion of the project activities outlined above. This data will be entered in the Clubhouse Applipististic database system, which is updated on a weekly basis.

www.abletrust.org
How job developing, employer connections will be accomplished, maintained and cultivated: The Clubhouse Executive Director, staff and board members identify potential employment partners in the community through personal and professional contacts. Our Executive Director has become an active member of The Greater Miami Chamber of Commerce, which provides networking opportunities with local businesses. 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. 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: Our staff maintains regular contact with working members to ensure that they are satisfied with their employment situation. We hold employment dinners on Wednesdays once a month to bring together employed members and members interested in working to share their experiences and support each other. The Clubhouse staff also 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 Outcomes – The expected outcomes for this project are as follows:
- Successfully place 30 Clubhouse members in Transitional and Supported jobs in the community
- Establish the staffing, processing, recording and reporting procedures to operate DVR supported employment services in the Clubhouse
- Develop a strong, collaborative relationship with the local DVR office
- Recruit five Clubhouse members to become DVR clients and place them in supported jobs

How the organization will provide comprehensive employment data at the three, six and twelve month time frame for individuals placed during this grant award -- The Key Clubhouse will record employment data on individual clubhouse members on a weekly basis on its Appilistic database and for those who are DVR clients, on the REBA system. Data collected on each member includes type of disability (psychiatric diagnosis), name of employer, job position, start date, wage amount, promotions received and job benefits. Employed members will be surveyed on job satisfaction. Reports on members’ status at three, six and twelve months will be generated from these systems.

www.abletrust.org
The anticipated process for collecting follow up data on an annual basis this same information up to three years after the grant has closed – Since membership in The Key Clubhouse is for life, the Clubhouse performs reach-out calls to all of its members as a regular part of its program, including inactive members. Follow-up employment status data will be collected through reach-out calls whenever possible once or twice a year if the member is not physically present in the Clubhouse.

Amount Requested/Total Project Cost – We are requesting a grant of $65,000 from The Able Trust for Recovery through Work project. The grant will be used to cover one year of the salary of the Program Manager, who was recently hired to head the expansion of our employment programming; the costs of travel and training for one staff and one member to attend employment programming training at a Clubhouse International training site; program supplies; printing and copying for the Business and Employment Units; and administrative oversight from our Executive Director. Without the grant from The Able Trust, we do not have the additional financial resources to cover these costs, as committed funding from our other three funders is restricted to other specific staff salaries and program costs.

Describe the Future Funding situation - Our board of directors and Executive Director are committed to raising funds through a variety of sources to carry the program forward and expand it in future years. Future funding opportunities include the following:

- State (DCF) funding: As a provider in good standing with the South Florida Behavioral Health Network since 2010, The Key Clubhouse receives an annual base amount of $115,000 a year from the Department of Children and Families (DCF). An additional allocation for supported employment services in Florida clubhouses has already been approved in the Senate, House and Governor’s budgets, which will provide another $63,000-$87,500 to The Key Clubhouse.

- In 2017, we were awarded our first three-year community service contract for $56,000 with Miami-Dade County through a very competitive process. Most of these funds are directed to our employment programming. We plan to reapply for continued County funding after 2020.

- We have had continued success with several grant funders in the community and will continue to reapply for major grant funding in future years. These include Peacock Foundation, Inc. (six grants received), Health Foundation of South Florida (three grants received), Allegany Franciscan Ministries (eight grants received) and the Litowitz Foundation (seven grants received), in addition to smaller grants from other local foundations and trusts.

- Starting in 2016, we began holding an annual benefit luncheon to raise additional funds for Clubhouse operations. Through sponsorships, underwriting and ticket sales, we have raised a total of $320,000 through four events. This event will be continued in future years to support clubhouse employment programming.

- Individual solicitations: Through annual mailings and online appeals, we raise approximately $35,000 in unrestricted funds from individual donations.

- Another source of sustainable funding will be from our new Employment Services Provider contract with the Department of Vocational Rehabilitation. We submitted an application in late 2018 and expect to be approved in April 2019. In about a year after implementation, the...
Clubhouse can begin to receive payments for every job placement and additional payments for members that remain in their jobs.

- Additionally, a new collaboration with The Health Foundation of South Florida holds promise to identify new sources of funding and other resources for the Clubhouse. The Foundation is leading an effort bring together local community leaders and philanthropic organizations in a round-table luncheon to learn about the Northside Commons project as a breakthrough solution to chronic homelessness and high unemployment among people with serious mental illness in Miami-Dade County.

**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.

**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 and a young consumer. The Key Clubhouse was opened in 2010 to its first 10 members. In 2013, the Clubhouse moved to a larger 2,212 sq. ft. facility to accommodate its growing membership. 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. Under Ms. Webb’s leadership, the Clubhouse received accreditation through Clubhouse International and greatly expanded its employment program. A total of 550 individuals have joined the Clubhouse since it opened. In 2018, the Clubhouse entered a partnership with Carfour Supportive Housing to apply for and receive financing for a new, 80-unit supportive housing complex designed primarily for individuals with mental illness that will include a new 5,000 sq. ft. Key Clubhouse facility on the ground floor. The project, called Northside Commons, was approved by the Florida Housing Finance Corporation and is scheduled to be completed in late 2020. The Key Clubhouse will have priority to place its members in forty of the units, making it the only clubhouse in the state to have housing and clubhouse services in the same location.

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.

www.abletrust.org
## Budget Page

<table>
<thead>
<tr>
<th>Items</th>
<th>The Able Trust</th>
<th>South Florida Behavioral Health Network</th>
<th>Miami-Dade County</th>
<th>Foundation Grants</th>
<th>Special events &amp; contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Program Staff Salaries &amp; Fringe Benefits</td>
<td>$ 51,096</td>
<td>$ 39,831</td>
<td>$ 45,097</td>
<td></td>
<td>$ 21,530</td>
</tr>
<tr>
<td>Staff Training</td>
<td>$ 2,000</td>
<td>$</td>
<td>$ 2,000</td>
<td>$ 1,000</td>
<td></td>
</tr>
<tr>
<td>Travel (training)</td>
<td>$ 1,000</td>
<td>$</td>
<td></td>
<td>$ 1,000</td>
<td></td>
</tr>
<tr>
<td>Printing/Copying</td>
<td>$ 750</td>
<td>$</td>
<td>$ 2,250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Supplies</td>
<td>$ 5,873</td>
<td>$ 357</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Rent</td>
<td></td>
<td>$ 2,329</td>
<td>$ 16,859</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 60,719</strong></td>
<td><strong>$ 40,188</strong></td>
<td><strong>$ 47,426</strong></td>
<td><strong>$ 22,109</strong></td>
<td><strong>$ 21,530</strong></td>
</tr>
<tr>
<td>Admin Cost (limited to 15%)</td>
<td><strong>$ 4,281</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount Requested of The Able Trust</strong></td>
<td><strong>$ 65,000</strong></td>
<td><strong>Grand Total Amount of the Project</strong></td>
<td></td>
<td><strong>$ 196,253</strong></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Pantone Color Specs</th>
<th>CMYK Color Specs</th>
<th>RGB Color Specs</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Press Printing</td>
<td>For Desktop Printer or Digital Press</td>
<td>For Computer Screen Presentation</td>
</tr>
<tr>
<td>PMS280 = Pantone 661</td>
<td>C = 100</td>
<td>R = 38</td>
</tr>
<tr>
<td></td>
<td>M = 100</td>
<td>G = 38</td>
</tr>
<tr>
<td></td>
<td>Y = 27</td>
<td>B = 113</td>
</tr>
<tr>
<td></td>
<td>K = 14</td>
<td>(hex #: 262671)</td>
</tr>
</tbody>
</table>

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

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

50% Aspect Ratio
Size: .68 X .99

75% Aspect Ratio
Size: 1.02 X 1.49

100% Aspect Ratio
Size: 1.36 X 2

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.