



THE BIG READ GRANT AGREEMENT

April 24, 2008

LeRoy Collins Leon County Public Library System

FY08- The Big Read eGRANT file: #35418

This agreement, dated April 24, 2008, by and between Arts Midwest on behalf of the National Endowment for the Arts and

LeRoy Collins Leon County Public Library System
200 West Park Avenue,
Tallahassee, FL 32301-7716

herein referred to as GRANTEE, outlines the following organizational and project terms that must be met in order to receive funding from Arts Midwest.

THE INITIATIVE

The Big Read is an initiative of the National Endowment for the Arts in partnership with the Institute of Museum and Library Services designed to revitalize the role of literature in American culture and bring the transformative power of literature into the lives of its citizens. The Big Read brings together partners across the country to encourage reading for pleasure and enlightenment. This initiative provides grants and comprehensive resources for discussing classic literature.

GRANT AWARD STIPULATIONS

GRANT AWARD

Support for GRANTEE from Arts Midwest, on behalf of the National Endowment for the Arts, is \$12,250.

These funds derive from the National Endowment for the Arts: CFDA (Catalog of Federal Domestic Assistance) #45.024 distributed through Arts Midwest. These federal funds must be indicated as federal funds with GRANTEE's records.

This grant is a 1 to 1 matching grant. In order to receive the full grant, GRANTEE's total expenses as shown on your Final Report budget must be at least \$24,500 or greater. Matching funds must be from nonfederal sources.

GRANTEE is expected to carry out a project that is consistent with the proposal that was approved for funding by Arts Midwest and the National Endowment for the Arts. If major changes in the programming or more than a 20% adjustment in a budget line are believed to be necessary, GRANTEE must send a written request, with justification, to Arts Midwest prior to the expenditure of grant funds. Approval is not guaranteed.

Arts Midwest will disperse this grant by check to GRANTEE.

- Initial payment of \$9,800.00 will be sent prior to the first event as indicated on your Community Calendar of Events (see "Community Calendar of Events" below).
- Final payment of \$2,450.00 will be sent six to eight weeks following the receipt of a complete Final Report (see "Reporting" below).

Katie Kaufmann and Jen Lehmkuhl at Arts Midwest shall serve as your contacts for questions regarding grant payments. Katie can be reached at 612.341.0755, ext. 50, or katie@artsmidwest.org. Jen can be reached at 612.341.0755, ext. 54, or jennifer@artsmidwest.org.

INDEPENDENT CONTRACTOR

It is understood that this Agreement does not constitute a partnership or joint venture between Arts Midwest and GRANTEE, and that GRANTEE's status is solely that of an independent contractor. GRANTEE shall be solely responsible for the performance of its contracts including, without limitation, the payment of all costs, expenses, and damages that may arise from said contracts.

FUNDING DEFAULT / FORCE MAJEURE

This Agreement may be terminated by Arts Midwest in the event that funding from the National Endowment for the Arts is not forthcoming, or by reason of an Act of God, force majeure, or any unforeseen occurrence which renders the fulfillment of this Agreement by either party impossible. Under such circumstances, neither party shall be liable to the other for payment of damages.

A-133 AUDIT

Please check the appropriate box.

Did GRANTEE expend \$500,000 or more in federal awards during your most recent completed fiscal year?

NO

YES: GRANTEE must provide a copy of the Single A-133 Audit Report. The sections we need are the Financial Statement Section; Federal Programs Section (in regards to the OMB Circular A-133); Finding Section (if applicable); and Corrective Action Plans Section (if applicable). No funds will be distributed until Arts Midwest receives this Audit.

THE BIG READ ACTIVITIES

As a participant in The Big Read, GRANTEE agrees to conduct the following Big Read activities:

- Develop and produce a well-planned, well-attended, community-wide read with innovative and diverse programming, and widespread community involvement and participation. The ideal Big Read program should be approximately one month in duration and must occur between September 1, 2008 and June 30, 2009. A successful Big Read will a) reach lapsed and/or reluctant readers, b) possess a wide range of imaginative activities, and c) occur in a variety of locations. Successful applicants' programming will occur in various venues beyond libraries to encourage participation by diverse audiences and reluctant readers. Activities should include: a kick-off event to launch the program locally; at least one keynote session on the book (e.g., lecture by key biographer, panel discussion, or author reading); a minimum of two to three special events involving other kinds of programming (e.g., a series of film screenings or a theatrical reading); and a minimum of 10 to 50 book discussions in diverse locations, including libraries and museums, and aimed at a diverse range of audiences.
- Generate partnerships with a wide variety of local organizations to reach the entire community, including lapsed and/or reluctant literary readers. Applicant organizations must partner with a library (if the applicant itself is not a library). Collaborating organizations should include: local schools capable of integrating The Big Read materials in classrooms, involving students in school-based Big Read activities, and/or involving students in local programming; local media to actively generate positive attention through local TV, radio, and print media and through other promotion and public relations efforts; and local, state, or federal public officials (e.g. mayors, city council members, state legislators, military base representatives, members of Congress).
- Distribute and use the educational and promotional materials provided by the program.
- Attend a two-day orientation meeting to learn about The Big Read. The Big Read initiative will pay for transportation, hotel, and meal expenses for GRANTEE's director, project director and a partner librarian (if not already represented).
- Participate in periodic dial-in conference calls with other community organization participants in The Big Read. Conference calls will focus on a variety of topics, including plans for activities by book title, general programming, and other issues. Dial-in conference calls will be provided, scheduled, and paid by The Big Read initiative.

- Host visiting representatives from The Big Read staff and/or sponsors. While not all organizations will be visited by The Big Read staff, we appreciate your willingness to share your activities.

COMMUNITY CALENDAR OF EVENTS

The Community Calendar of Events is essential to providing Arts Midwest, the National Endowment for the Arts, and the public with detailed information concerning your project's activities. Information in this Calendar is displayed on The Big Read Web site in the Participating Communities area. This Calendar is also used to encourage participation at your activities by the National Endowment for the Arts, Arts Midwest staff, and Congressional delegates; to promote The Big Read; and to report to the National Endowment for the Arts.

GRANTEE shall use the online admin tool for the Community Calendar of Events as part of this initiative. Instructions for using the Community Calendar online admin tool will be included with your orientation materials. The Community Calendar online admin tool can be accessed from www.NEABigRead.org, in the Community Participant area (see "Web Site" below).

GRANTEE is required to submit the Community Calendar of Events to Arts Midwest as follows:

1. Submit a preliminary Community Calendar of Events listing by July 3, 2008. Indicate which events are confirmed and which are tentative. Only confirmed public events are displayed on www.NEABigRead.org.
2. Thirty days prior to your first Big Read activity, submit an updated Community Calendar of Events. Indicate which events are confirmed and which, if any, are tentative. Your initial grant payment will be generated after receipt of this Calendar by Arts Midwest.
3. Within 30 days of the completion of your activities, submit a final Community Calendar of Events with complete attendance information as described in the Final Report. Your final grant payment will be generated after receipt of this Calendar along with your Final Report.

It is understood that your activities may change. Please be as complete and timely as possible updating your Calendar.

CREDITING AND PUBLIC RELATIONS

The Big Read is a major initiative of the National Endowment for the Arts. The National Endowment for the Arts, Institute of Museum and Library Services, Arts Midwest, and participating community organizations will work together cohesively to ensure maximum positive promotion of The Big Read. The promotion plan includes national events and media outreach sponsored by the National Endowment for the Arts.

As a project participant, GRANTEE must follow all crediting and public relations requirements.

GRANTEE will be required to include a sampling of printed materials and digital communications with your Final Report. Failure to meet these credit requirements will jeopardize GRANTEE's future funding from Arts Midwest.

Christine Taylor at Arts Midwest shall serve as your contact for questions regarding crediting and public relations. She can be reached at 612.341.0755, ext. 21, or christine@artsmidwest.org.

CREDITING

Full name

You must use the full name, The Big Read, when referring to this initiative and your program. You may add a tag line to the name The Big Read with your organization or community name, or the book title.

Credit line and logos

The Big Read credit line and logo block must be used in all printed materials and digital communications related to GRANTEE's events and activities. Examples of printed materials and digital communications in which this credit line and logo block must appear include title page of programs, educational materials, advertisements, brochures, posters, and newsletters. The Big Read credit line and logo block must be included on GRANTEE's Web site, preferably on the home/splash page, with a link to www.NEABigRead.org.

The credit line for the Big Read is as follows:

The Big Read is an initiative of the National Endowment for the Arts
in partnership with the Institute of Museum and Library Services and Arts Midwest.

The credit line must be displayed prominently and generally should not be smaller than 11-point type.

Should The Big Read secure any additional sponsors, GRANTEE will receive amended credit requirements.

The Big Read logo block, consisting of The Big Read logo and sponsor logo(s), should be positioned prominently for high visibility and readability. The logo block may not be altered in dimension, color, cropping, or in any other way.

The logo block can be downloaded from www.NEABigRead.org, in the Community Participant area (see "Web site" below).

Basic description

The following paragraph represents the basic description of The Big Read. This text shall be used in all publicity and promotion where space allows, including on Web sites and in print materials.

The Big Read is an initiative of the National Endowment for the Arts in partnership with the Institute of Museum and Library Services designed to revitalize the role of literature in American culture and bring the transformative power of literature into the lives of its citizens. The Big Read brings together partners across the country to encourage citizens to read for pleasure and enlightenment.

The Big Read basic description must be included on GRANTEE's Web site with a link to www.NEABigRead.org.

PUBLIC RELATIONS

GRANTEE's outreach efforts to local media, including print, television, and radio outlets, are very important to the success of The Big Read.

The National Endowment for the Arts will issue a national news release on June 16, 2008 announcing the selected community organizations. This will be distributed to the national wire services (e.g., the Associated Press), statewide newspapers, and trade publications (e.g., Publisher's Weekly).

The National Endowment for the Arts created a sample news release for use in publicizing GRANTEE's participation in The Big Read. This news release should be customized to accommodate your local organization and distributed to your local media. The news release can be downloaded from www.NEABigRead.org, in the Community Participant area (see "Web site" below). You are encouraged to issue your own news release on or after June 16, 2008.

The Organizer's Guide contains a section on planning and executing your PR strategy. The NEA also created a PR toolkit, which is available online at www.NEABigRead.org in the Community Participant area. This toolkit contains sample press releases, talking points, frequently asked questions, and other public relations tools, along with tips on working with print, radio, and television media.

Christine Taylor at Arts Midwest shall serve as your contact for questions regarding crediting and public relations. She can be reached at 612.341.0755, ext. 21, or christine@artsmidwest.org.

EDUCATIONAL MATERIALS

Please use the enclosed Materials Delivery Form to reference the quantity and shipping date for each item detailed below.

Reader's Guides

GRANTEE shall receive 16-page Reader's Guides for your book title, to be distributed broadly and free of charge. Distribution must include area high schools. Distribution locations may include libraries, literary centers, bookstores, coffee shops, grocery stores, community centers, YMCAs and YWCAs, convenience stores, youth centers, senior centers, laundromats, transit stations, and other public spaces.

GRANTEE shall track and report the total quantity distributed as part of your Final Report.

Note: For legal reasons, photos and graphics used in the Reader's Guides are prohibited from duplication without permission. For permission to duplicate select text portions from the Reader's Guides, contact Christine Taylor at 612.341.0755, ext. 21 or christine@artsmidwest.org.

Teacher's Guides

GRANTEE shall receive 20-page Teacher's Guides for your book title, to be distributed broadly and free of charge by GRANTEE to area middle and high schools and made available for home schoolers.

GRANTEE shall track and report the total quantity distributed as part of your Final Report.

Note: For legal reasons, text, photos, and graphics used in the Teacher's Guides are prohibited from duplication without permission. Please view the Web site for downloadable versions of lesson plans and handouts.

Audio Guides

GRANTEE shall receive 30-minute compact disc Audio Guides for your book title containing readings and interviews about the book with celebrities and authors. The Audio Guides should be distributed to radio stations, to teachers for classroom use in conjunction with teaching the book, as well as to book clubs or the general public at Big Read events.

GRANTEE shall track and report the total quantity distributed as part of your Final Report.

Note: For legal reasons, text, photos, and graphics used in the Audio Guides are prohibited from duplication without permission. The Audio Guides may be used for radio broadcast, classroom, and individual uses.

PROMOTIONAL MATERIALS

Please use the enclosed Materials Delivery Form to reference the quantity and shipping date for each item detailed below.

Banners

To widely promote The Big Read, GRANTEE will receive six 2.5' x 6.5' The Big Read banners (three horizontal banners and three vertical banners) featuring the initiative logo for on-site event promotion. GRANTEE shall hang these banners in visible locations of your choice before and during your community read activities.

Posters

To further promote The Big Read, GRANTEE will receive 11" x 17" posters for your marketing use. The posters are designed with white space at the bottom for you to imprint your event information details.

Bookmarks

GRANTEE will receive 8.5" x 1.125" bookmarks featuring The Big Read logo and the Web site address.

Optional promotional tools

In addition to these materials, we also provide tools for GRANTEE's use in creating your own promotional and marketing materials. Public Service Announcements (PSAs) are available for television and radio promotion. Author illustrations and Big Read logo block are available to be included on advertisements, posters, flyers, postcards, or other promotional items of your design. These materials are available for downloading in the Community Participant area of the Web site (see "Web site" below).

PARTNERSHIPS WITH SCHOOLS & TEACHERS/EDUCATORS

Partnering with high schools and middle schools is essential to the success of The Big Read. The Teacher's Guides (see "Educational Materials" above) are one component in ensuring the strong integration of Big Read books into secondary schools' curricula.

GRANTEE shall report partner school(s)' names and locations as part of your Final Report.

To further encourage this partnership, and to recognize the outstanding involvement of local educators, GRANTEE shall bestow commendation certificates to deserving educators. We recommend that you use your best judgment in awarding these certificates to outstanding educators for their participation in Big Read activities. A blank certificate is available for your use on The Big Read Web site in the Community Participant area. Please print the certificate on card stock, add the educator's name and school, and award it to the educator.

WEB SITE

The Big Read Web site provides context on the initiative and enhances the public's knowledge and understanding of the books, the authors, and the participating community organizations.

The Web site includes the following: introduction to The Big Read; information about the National Endowment for the Arts, Institute of Museum and Library Services, and Arts Midwest; essays on each book and author from the Reader's Guides; downloadable Teacher's Guide lesson plans; information on each organization participating, including Web site links; and press materials.

The Web site will be promoted jointly by the National Endowment for the Arts, Institute of Museum and Library Services, Arts Midwest, and participating community organizations.

GRANTEE is required to promptly provide your activity information, enter your event information, and promote the Web site in your community.

There is also a password-protected Community Participant area for representatives from participating community organizations to access information and materials pertinent to your grant, and to network with other participating organizations.

The user name to enter this area is bookshelf. The password is gutenber.

The Community Participant area includes: 1) Organizer's Guide; 2) public relations toolkit with sample press releases, talking points, frequently asked questions, and other public relations tools along with tips on working with print, radio, and television media; 3) downloadable logo block; 4) credit line; 5) downloadable author illustrations; 6) Final Report information; 7) accessibility checklist; 8) Assurance of Compliance; 9) educator's commendation certificates; 10) banner and poster samples; 11) NEA Chairman Speaking Request Form; 12) The Big Read library; 13) publicity photos of NEA Chairman; 14) powerpoints from orientation; 15) publicity photo and biography of National Reading Initiatives Director David Kipen; 16) NEA Staff Member Speaking/Site Visit Request Form; and 17) quick links to Calendar of Events Admin, Community Forum, and eGRANT.

REPORTING

GRANTEE is obligated to submit a Final Report to Arts Midwest within 30 days following the conclusion of your project. The Final Report enables us to compile and forward comprehensive information to the National Endowment for the Arts regarding The Big Read.

Sample Final Report materials are enclosed and are available on The Big Read Web site in the Community Participant area. Please review the Final Report requirements prior to beginning your Big Read activities so you can properly document them throughout the process. The Final Report includes an eGRANT submission, a final Community Calendar of Events with complete attendance information, and crediting examples.

In the event that GRANTEE does not comply with this reporting requirement, GRANTEE may no longer be entitled to future support from Arts Midwest.

COMPLIANCES

ASSURANCE OF COMPLIANCE ADDENDUM

GRANTEE shall comply with all provisions of the Assurance of Compliance Addendum, which is attached and therefore made a part of this Agreement. These compliances are required by Arts Midwest's federal and state funding sources. An interactive version of the Assurance of Compliance with Web links is also downloadable from the Community Participant area of www.NEABigRead.org.

In addition, the following are not allowable uses of federal funds and therefore GRANTEE is prohibited from using Big Read funding for them: 1) fund-raising events, 2) purchase of alcohol, 3) cash incentives, or 4) food and refreshments.

NON-PROFIT STATUS

GRANTEE certifies that it is a duly constituted, registered, and qualified 501(c)(3) not-for-profit organization as designated by the Internal Revenue Service, or is an entity of federal, state, local, or tribal government. GRANTEE agrees to notify Arts Midwest immediately of any alteration of such status that may occur prior to the conclusion of the grant period.

ADMISSION

Admission to, as well as seating and participation in, Arts Midwest programs shall be open to the general public and shall be without regard to race, color, natural origin, disability, religion, age, or sex as provided in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Educational Amendments of 1972.

GRANTEE shall provide, upon request from Arts Midwest, up to six complimentary admissions to all paid program activities without cost to Arts Midwest or the National Endowment for the Arts for VIP or promotional use. Arts Midwest will work with GRANTEE to ensure that proper procedures for admission are followed at all venues.

LIABILITY

GRANTEE agrees that Arts Midwest shall not be liable for any loss, damage, or expense of any kind arising from acts or omissions of GRANTEE, or its agents and employees, including but not limited to compensation for injury, property damage, the payment of any taxes, or the payment of court and reasonable attorney fees.

BINDING EFFECT

GRANTEE agrees to carry out this project in compliance with the terms listed in this Agreement. GRANTEE agrees to notify Arts Midwest in writing of any changes that may impact or require an amendment to this Agreement. Failure to comply with all terms of the Agreement and attachments may jeopardize future funding to GRANTEE by Arts Midwest. GRANTEE further understands and agrees that the grant received from Arts Midwest must be returned in full in the event that GRANTEE unilaterally cancels this Agreement.

This Agreement shall be governed and interpreted in accordance with the laws of the State of Minnesota. All disputed claims or controversies arising out of or related to this Agreement shall be settled in the state or federal courts located in Hennepin County, Minnesota. GRANTEE expressly waives all jurisdictional rights and questions of proper venue.

INSTRUCTIONS

1. Please check the appropriate box under "A-133 Audit" on page 2.
2. Sign both copies of this Grant Agreement.
3. Return all pages of both copies of this Grant Agreement to Arts Midwest at the orientation meeting.
4. Please circulate copies of this Grant Agreement to appropriate members of your staff.

A fully-executed copy will be returned to GRANTEE once countersigned by Arts Midwest.

I have read and agree to comply to the terms and conditions within The Big Read Agreement and its attachments on behalf of GRANTEE.

LEON COUNTY, FLORIDA

Arts Midwest

BY: _____
Jane G. Sauls, Chairman
Board of County Commissioners

Authorized Signature

Date

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W.A. Thiele, Esq.
County Attorney