



# MEMO

DATE: June 1, 2021

TO: Paul Shannon  
Friends of Seward Park

CC: Shava Lawson  
Seattle Parks Foundation

FROM: Karen Selander, NMF Project Manager  
Seattle Department of Neighborhoods

RE: **O21019: Seward Old-growth Hemlock Survey & Youth Training**

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Congratulations! The Neighborhood Matching Fund Program supports your community project with an award of **\$4,500!** We believe **Seward Old-growth Hemlock Survey & Youth Training** supports our founding principle that city and community partnerships strengthen Seattle.

Your NMF award is contingent upon your organization agreeing to the award conditions below and entering an agreement with the Department of Neighborhoods. Please note, the funds cannot be spent or committed to any project expenses until the agreement is fully executed.

## Award Conditions

- Secure Commercial General Liability insurance naming the City of Seattle as an additionally insured party. Provide copy of insurance coverage.
- Ensure NMF Program is recognized as a funder in outreach materials, press releases, news stories and project related activities.

To move forward with contracting this project, please complete the following responsibilities by **June 7, 2021:**

- **Review** the Agreement
- **Sign** the Agreement Signature Pages for your Organization and Fiscal Sponsor Organization.
  - Electronic signatures may be used for the Agreement Signature Pages.
- **Submit Signed Documents** by logging into Webgrants at <http://webgrants.seattle.gov/index.do>
  - Select My Grants
  - Click on your Project Title
  - Select Correspondence; Click Add

- Complete the Email Form; Attach Signed Agreement Signature Page (s)
- Click Send

Once all signed documents are received, you will be notified that the Agreement has been fully executed and that you may begin your project. If you have any questions or need assistance, please contact me at karen.selander@seattle.gov or 206-733-9256.

Thank you and we look forward to our continued partnership with you!

Attachments: NMF Project Agreement  
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