



The Lakeshore Natural Resource Partnership, Inc.

LOCAL STEWARDSHIP PROGRAM

Supporting Solutions through Community

PARTNER AGREEMENT 2011

The support given to _____ from the Lakeshore Natural Resource Partnership, Inc. (LNRP) is for the purpose described in your request, subject to any conditions described in Section VI. To acknowledge this agreement, accept the financial support, and receive the funds please sign and date this agreement, make yourself a copy, and return it to the address listed above. If you have a fiscal sponsor, that agent must also sign and date this contract and the fiscal sponsor guidelines attached. Funds will be sent to the fiscal agent directly.

Project Director:

Support Amount:

Project Period: January 1, 2012 to March 1, 2013

Midway Report Due: August 1, 2012

Final Report Due: March 1, 2013

CONTRACT

I. Public Announcement and Acknowledgement

Because LNRP is a public partnership, it is important that the public be informed of our contributed financial support. Both LNRP and the project partner have obligations in this area.

LNRP will:

- Issue an initial news release about the project.
- Cooperate in publicity efforts that the partner feels would further the project and help interpret the role of LNRP to our communities.

The Partner will:

- Keep the public informed about the project and its purposes via communication to the news media and any other appropriate means.
- Provide LNRP copies of **all** reports, materials, books and articles resulting from the project.
- Provide documentation to LNRP regarding project activities and results, to include at least two (2) photographs, news clippings and any other print materials. Hard copy and disk required.
- Notify LNRP **in advance** of public activities that may present opportunities for LNRP to help you highlight your project.
- If the partner hosts a website, a link to the LNRP website is required for the duration of the project agreement. The address to link is: **www.lnrp.org**

In your press releases and other promotional materials relating to this LNRP-funded project, partners must include the following statement: *This project received financial assistance from the Lakeshore Natural Resource Partnership, Inc. www.lnrp.org.*

The LNRP logo, banners and brochures will be available to each partner in the form of a media kit. Public education and outreach materials produced with the help of LNRP funds (brochures, trail guides, signage, booklets, studies, etc.) must include acknowledgement of LNRP and include the LNRP logo.

II. Grant Payment

A signed original of this agreement must be received by LNRP before funds can be released to your organization or your fiscal sponsor.

III. Expenditure of Funds

Financial support given is to be used only for the purposes described in your project application and in accordance with the approved budget. **Any modifications in your project and/or budget need to be discussed with LNRP for approval, prior to the change.** Requests for modifications received after the end of the approved project period will not be considered. Please see Special Requirements section for any changes to your project request made by the LNRP board of directors and project advisory teams. Signing this contract means abiding by those requirements that may differ from your initial application.

All unused project funds must be returned to LNRP. **You may request an extension for your project prior to the end of the approved project period.** If the extension is approved, you may continue to use the funds designated for the project. Expenses charged against this project may not be incurred prior to the effective date of the project or subsequent to the termination date, and may be incurred only to carry out the purposes and activities of the approved program and/or project.

The project partner (and fiscal sponsor) is responsible for the proper expenditure of project funds and for maintaining adequate supporting records consistent with generally accepted accounting practices. Complete project budgets will be requested in the final project report form. See Fiscal Sponsor Guidelines for more information on expenditure of project funds.

The project partner will not use project funds in any program that discriminates, in any way, against any recognized individual or group, and the project partner will make reasonable efforts to ensure that all groups in the population are appropriately represented in all aspects of programming and participation.

IV. Reporting Responsibilities

A *Project Progress Midway Report* form and *Final Evaluation* form must be completed by the project partner to satisfy the conditions of the project. Electronic copies are available on the LNRP website: www.lnrp.org/projects.htm. The deadlines for each report are as follows:

Midway Report Due: August 1, 2012

Final Report Due: March 1, 2013

Reports may be emailed to: projects@lnrp.org AND mailed to P.O. Box 62, Sturgeon Bay, WI 54235

Electronic copies of reports are required along with a hard copy sent by mail

An LNRP staff member or *Project Advisory Team* representative will conduct a site evaluation at some point during the project, to monitor the progress of the program and ensure that both LNRP and the project partner are in agreement on the purpose and scope of the project.

V. Limit of Commitment

Unless otherwise stipulated in writing, this project is made with the understanding that LNRP has no obligation to provide other or additional support to the project partner. All liability for the project and all its related activities is the sole responsibility of the project partner.

VI. Signatures

FOR THE PARTNER:

FOR LNRP:

Signature

Don Pirrung, President, LNRP

(Print name and title)

Date: _____

Date: _____

Signature of Project Director (if different from partner):

(Print name and title)

Date: _____

FISCAL AGENT:

Signature of Fiscal Agent (if applicable)

(Print name and title)

Date: _____

Address: _____

Phone Number: _____