

KNOW YOUR NEIGHBORS GRANT AGREEMENT

_____ (Grantee), accepts an award of up to \$_____ from the City of Palo Alto Know Your Neighbors Grant Program for a neighborhood-focused event or program (Event). By accepting the award, Grantee agrees to the following terms and conditions:

1. **WAIVER.** Neither the City nor any officer or employee thereof shall be held responsible for any damage caused by any conduct in any street, alley, sidewalk or other public place in connection to an activity sanctioned under the authority of a grant issued pursuant to the provisions of this application. The person or persons responsible under California law for negligent, reckless or intentional acts or omissions shall be liable for damage or loss occasioned by their conduct. This waiver is intended to protect City Actors from and against any claims arising in whole or in part from the conduct of Grantee. This waiver is not intended to exempt City Actors from liability, losses or damages caused by the sole negligence or willful misconduct of City Actors.
2. **NON-DISCRIMINATION AND ACCESS.** Grantee agrees to hold the Event within Palo Alto city limits, and to provide free access to the Event to all Palo Alto residents without regard to race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law.
3. **PERMITS.** Grantee agrees to obtain all necessary state and local permits and licenses prior to holding the Event.
4. **EVENT TIMING.** Grantee agrees to complete the Event by December 31 of each year.
5. **REIMBURSEMENT.** The award is reimbursable only upon completion of the Event. Grantee agrees to submit receipts or invoices to the City showing payment for eligible expenses within 30 days following the conclusion of the Event. A list of eligible and ineligible expenses is provided in the Program guidelines.

Cash advances may be available for eligible expenses at the discretion of the City Manager in cases of financial hardship. If Grantee accepts a cash advance but fails to complete the Event, Grantee agrees to return the amount of the advance to the City.

6. **EVALUATION.** Grantee agrees to submit a follow up evaluation using the evaluation form provided by the City within 30 days following the conclusion of the Event.
7. **PROGRAM TERMINATION.** The City reserves the right to suspend or cancel the Neighborhood Grant Program at any time, at the City Manager's discretion, whether or not all allocated funds have been awarded or dispensed.

Event Name _____

Applicant Signature _____

Applicant Name (Print) _____ Date _____

___ Approved ___ Not Approved

City Representative Signature _____

City Representative Name (Print) _____ Date _____