

## Request for Project Agreement

This Agreement (the "Agreement") is made and entered into as of [Date of Signature], between [Applicant/Organization Name] ("Applicant") and Working for Worcester ("W4W"), collectively referred to as the "Parties."

WHEREAS, W4W is an organization committed to community development and enhancing recreational spaces in the City of Worcester; and

WHEREAS, Applicant seeks to collaborate with W4W and submit a proposal in response to the Request for Project (RFP) issued by W4W.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree as follows:

1. Application Submission:

The applicant shall submit a complete and accurate proposal in response to the RFP issued by W4W by the specified deadline of September 30<sup>th</sup> 2024 or otherwise stated by Working for Worcester leadership. Late submissions are up to the sole discretion of W4W management.

2. IRS Qualified Organization or Worcester Public School:

By submitting this application, the Applicant confirms that they are either an IRS-qualified tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code or a Worcester public school.

3. Authorized Applicant:

The undersigned representative of the Applicant certifies that they have the authority to act on behalf of the organization and have the power to legally bind the organization to this Agreement.

4. Scope of Project:

The Applicant hereby submits an RFP to W4W for the purpose of seeking grant funding to support a project that aligns with the mission and goals of W4W. The proposed project shall serve to benefit the Worcester community and advance the organization's mission of enhancing local infrastructure and community spaces.

5. Proposal Review:

W4W shall review all received proposals and assess them based on various criteria, including feasibility, community impact, sustainability, and alignment with W4W's mission and goals.

6. Grant Funding:

If the proposal is selected, W4W may offer grant funding to the Applicant to support the

implementation of the project. The exact grant amount and any additional terms shall be communicated to the Applicant upon selection.

7. Project Implementation:

Upon acceptance of the grant funding, Applicant agrees to execute the proposed project in accordance with the terms and conditions outlined in the submitted proposal and any subsequent agreements between the Parties.

8. Reporting and Evaluation:

Applicant agrees to provide periodic progress reports and updates to W4W as requested. W4W reserves the right to evaluate the success and impact of the project based on the agreed-upon outcomes. Decisions will be made by the Working for Worcester Advisory Board.

9. Use of Name and Media:

Both Parties agree that W4W may use the name, logo, images, and media associated with Applicant's project for promotional and marketing purposes, both during and after the project implementation.

10. Acceptance and Declination:

Upon review of the proposal, W4W will notify the Applicant of their acceptance or declination to receive the grant funding by December 9<sup>th</sup>, 2024 or 10 Days after being notified of the grant, whichever is later. If the Applicant accepts the grant funding, they shall confirm their commitment in writing within ten (10) business days from the date of acceptance.

11. Period of Exclusion:

If the Applicant accepts the grant funding but subsequently declines to proceed with the project after formal acceptance, without reasonable cause acceptable to W4W, the Applicant shall be subject to a two-year ban from receiving any further funding from Working for Worcester. This clause shall be stated as benefiting the programs that had to be declining for funding.

12. Reapplication:

Following the expiration of the two-year ban, the Applicant may reapply for W4W funding, subject to the standard review and evaluation process.

13. Confidentiality:

Both parties agree to keep all non-public information shared during the application process confidential and shall not disclose it to any third party without the other party's prior written consent.

14. Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

15. Entire Agreement:

This Agreement constitutes the entire understanding between the parties concerning the subject matter hereof and supersedes all prior and contemporaneous agreements, whether oral or written. By signing this agreement, both parties have the authority to enter into such an agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

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[Applicant/Organization Name]



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Kay McNamara  
Chief Operating Officer  
Working for Worcester