



April 28, 2017

Ms. Janet Carrillo  
Social Services Manager  
City of North Port - Division of Social Services  
6919 Outreach Way  
North Port, FL 34287

Dear Ms. Carrillo:

The Community Foundation of Sarasota County is pleased to announce a distribution in the amount of \$50,000, representing grant #20174001 from the Season of Sharing Fund for Sarasota County. This is a distribution from the 2016-2017 Season of Sharing funds. The purpose of this grant is to assist needy families in your county.

**Grantee must maintain the grant funds in a separate account on the grantee's books.**

**THIS IS A GRANT CONTRACT**

The following are conditions of the grant:

1. The purpose of the Season of Sharing Fund is to assist needy families. Agencies may use a broad definition of "family" to qualify clients. These grants are meant to fill emergency needs and are to be used flexibly without needless restrictions and lengthy qualifications. The limit for each family to receive Season of Sharing funds is \$1,000.00 per year (365 days).
2. Grants will be allocated in each county to specific agencies. As was done last year, other organizations may request a distribution of SOS dollars for their clients if they follow procedures. Please see the enclosed form that each agency must use to access your funds. You may copy this to give to agencies as they inquire about funding if they do not have a copy.
3. Organizations distributing funds have the discretion to allocate funds to as many needy families as possible. Appropriate uses of the funds include:
  - First month and/or past due rental assistance, mortgage payments, or other housing assistance (*Note: security deposits – HUD only - are NON-REFUNDABLE to the client*)
  - Utility payments/deposits
  - Emergency help with moving and/or storage if a client is evicted on short notice *within the county the funding is intended for*
  - Child care or summer day care expenses for working families in emergency situations

2635 Fruitville Road • Sarasota, FL 34237  
Phone 941.955.3000 • Fax 941.952.1951  
[www.CFSarasota.org](http://www.CFSarasota.org)



Confirmed in compliance with National  
Standards for U.S. Community Foundations

- Assistance to help families with transportation to and from work including car repair and/or medical appointments
  - Clothes necessary for adults to gain employment such as uniforms
  - Required work tools for those who have confirmed permanent employment
  - Food vouchers in emergency situations
4. A list of categories that are not to be funded from Season of Sharing Funds includes:
- Medical bill payments, dental care, medications
  - Providing for parents' educational costs (Please request information about the Community Foundation's scholarship programs if you have a client in this category)
  - Purchasing automobiles or other personal belongings (other than food or clothing)
  - Purchasing cigarettes, alcohol, or lottery tickets
  - Providing for transportation outside of the immediate area
  - School supplies
5. Each nonprofit receiving funds from SOS must understand that very generous contributors to the Season of Sharing Fund have provided funds to help individuals in need. The Community Foundation of Sarasota County provides significant in-kind services to the Season of Sharing Fund at no administrative cost. We require that no Season of Sharing funds be used to underwrite your administrative costs for administration of the SOS Funds.
6. These funds will be seen as "last resort" funds, to be used when the other regular sources of help have been exhausted.
7. In cases of emergency, your agency will work with the client and other agencies for a speedy turnaround time for the funds to meet the clients' immediate needs.
8. At the end of the grant period, ending June 30, 2017, each participating nonprofit organization will provide to the Community Foundation of Sarasota County a summary report. The report requires the following elements:
- a) Name of Agency, Grant number, Grant amount
  - b) An accounting of the total dollars spent from Season of Sharing 2016-17 Funds, preferably in spreadsheet form.
  - c) The total number of individual families served from Season of Sharing Funds.
  - d) The categories of how funds were used. e.g. transportation, housing, utilities, etc. and a total for each category.
  - e) A copy of every application form from which a client accessed funds, whether from your agency or another agency.

**As soon as your agency has expended all of the funds, you should submit your final report at the time they have been expended.**

9. A one or two paragraph summary of at least three families who received help from Season of Sharing Funds **MUST** be included in your final report. Reporters from the Herald-Tribune will be calling you to have you refer them to your clients in order to promote the Fund. The amount of money raised to help your clients is most effective if you can have some of the families you have







Season of Sharing Fund for Sarasota County  
Community Foundation of Sarasota County, Inc.  
2635 Fruitville Road  
Sarasota, FL 34237  
941-955-3000

118971

118971

DATE 04/28/2017

PAY \* Fifty Thousand and no/100 \*

DOLLARS

\$ \*\*\*\*50,000.00

Void after 180 days

TO THE  
ORDER OF

City of North Port - Division of Social Services  
ATTN: Ms. Janet Carrillo  
6919 Outreach Way  
North Port, FL 34287

THIS DOCUMENT HAS A TRUE WATERMARK IN THE PAPER - HOLD TO LIGHT TO VIEW

⑈ 118971 ⑈ ⑆063000047⑆ 008981721028⑈



## Season of Sharing Fund for Sarasota County

Community Foundation of Sarasota County, Inc.  
2635 Fruitville Road  
Sarasota, FL 34237  
941-955-3000

Date: 04/28/2017

It is our pleasure to enclose the above check from The Community Foundation of Sarasota County, Inc. This grant is provided by the **Season of Sharing Fund for Sarasota County**.

**Grant Purpose:** Direct client services - Sarasota County - SEE  
**ENCLOSED CONTRACT**

Grant Reference #: 20174001  
Grant Amount: 50,000.00  
Grant Recipient: City of North Port - Division of Social Services  
Check #: 118971

Please read the enclosed grant contract/agreement and return a signed copy of this document in the enclosed self-addressed envelope. If this is a CONTRACT, the outcomes portion must be filled out. Keep a copy for your file.  
**NOTE: Although a check has been enclosed, we require the completed grant contract/agreement be returned to us.** If you have any questions regarding this payment, please call our Director of Grants and Scholarships, Patricia Martin at 941.556.7172.