



TOURISM PRODUCT DEVELOPMENT FY15 CONTRACT

Contract made by and between the Georgia Council for the Arts (hereinafter referenced as "GCA") and

City of Hapeville
3468 North Fulton Avenue
Hapeville, GA 30354

(hereinafter referenced as "GRANTEE").

GCA receives funds from the National Endowment for the Arts (NEA) to fulfill GCA's strategic plan. GCA has determined that the GRANTEE's Tourism Product Development (TPD) program helps to fulfill the following GCA strategic plan goal:

ECONOMIC DEVELOPMENT: use the arts to promote Georgia's economic growth

and so the parties hereto do mutually agree as follows:

SCOPE OF SERVICES

GRANTEE agrees to provide leadership for the complete program during the period of October 1, 2014 and June 1, 2015.

GRANTEE agrees that the program shall consist of the acquisition and renovation of shipping containers to be used as art galleries. If changes need to be made to the project from what is outlined in the application, GRANTEE agrees to notify GCA to ensure that the changes are allowed. Grant funds may not be used for expenses that are not outlined in the TPD expenses portion of the project budget in the application unless the applicant receives written permission from GCA.

If the project is not completed by June 1, 2015 and a final report submitted, or if components of the project are not carried out as outlined in the application, GCA reserves the right to cancel any remaining portion or the award and/or request repayment of any portion of the award that corresponds to the incomplete portion of the project. In addition, the applicant will be ineligible to apply for any grants in FY16 from GCA or the Georgia Department of Economic Development.

COMPENSATION OF CONSULTANT

GRANTEE shall be awarded \$20,000 by GCA for the project. GCA shall initiate payment of an official State of Georgia check for 80% of the total award with the submission the Contractor's Request for Reimbursement (CRR), which is at the end of this contract. The final 20% of this compensation will not be available until the Final Report for this contract is received and approved by GCA. The Final Report must be submitted no later than June 1, 2015. Any organization that does not submit the Final Report by that date will have the balance of the award cancelled.

CREDIT

GCA and the NEA must be credited in any published material related to the funded project. GCA and the NEA should be credited in the same manner as other sponsors/funders. Failure to credit GCA and the NEA in material related to the funded project will result in a penalty of 10% of the grant award. (Credit requirements and logos can be found at www.gaarts.org.)

EVALUATION

GRANTEE will provide for GCA approval a Final Report by June 1, 2015 that contains the information outlined in the Final Report Guidelines document attached to this contract.

GOVERNING LAW

This Contract shall be governed in all respects by the laws of the State of Georgia.

TERMINATION OF CONTRACT

GCA may terminate this contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof.

ENTIRE CONTRACT

All of the agreements between the parties are included herein, and no warranties either expressed or implied, representations, promises or statements have been made by either party unless endorsed herein in writing and executed in the same manner as this Contract.

IN WITNESS THEREOF, the undersigned do hereby accept the terms and conditions as set forth in the above Contract.

FOR GRANTEE

Authorizing Official Signature

**FOR GEORGIA COUNCIL FOR
THE ARTS**

Authorizing Official Signature

Printed Name

Printed Name

Title & Date

Title & Date

FEIN: _____

DUNS: _____

DRAFT



**Contractor's Request for Reimbursement (CRR)
Tourism Product Development (TPD) Agreement**

Submit this form with the signed contract

GCA Contract Number: _____ (GCA will enter this number)

Name of Organization: City of Hapeville

Mailing Address: 3468 North Fulton Avenue, Hapeville, GA 30354

Total Award: \$20,000

Request Amount (80% of award): \$16,000

Signature: _____

FOR GCA USE ONLY

PO# _____ Amt to be paid _____

Vendor # _____ Balance _____

Department: 4293201010

Program: 1461501

Account: 707015

Class: 315

Fund: 10100

Funding Source: 2321

Project: 23201001

Signature _____

Date _____

Tourism Product Development Agreement Final Report

The final report must be e-mailed to Tina Lilly (tlilly@gaarts.org) no later than 5:00 PM on June 1, 2015.

NARRATIVE (3 page limit)

Answer the following questions regarding your project:

- Give a short summary of the project.
- What were your goals for the project? Did you achieve your goals? How did you measure whether or not you achieved your goals?
- Did any aspect of the project differ from what was described in the original application?
- What impact did the project have on the community served by your organization and how did it contribute to community vitality? What impact did the project have on tourism in your community?
- What impact did the TPD grant have on your project?

JOBS

How many of the following types of jobs were created as a result of your project?

- Full-time jobs _____
- Part-time jobs _____
- Contracted positions _____ (This includes anyone contracted for a limited time, such as a painter, electrician, performer, consultant, etc.)

PEOPLE BENEFITTING

- If your project included an event, how many people attended the event? _____
- Of those people, how many were from outside of your county? _____
- If your project contains an element that is ongoing, such as the renovation of a building, how many people will benefit from your project in the coming year? _____

BUDGET

Submit a budget comparison showing the budget submitted in the application in the left-hand column and the actual income and expenses in the right-hand column.

SUPPORT MATERIAL

Submit no more than three examples showing that Georgia Council for the Arts (GCA) and the National Endowment for the Arts (NEA) were credited for supporting the project. This could include flyers, posters, programs, ads, web pages, press releases, etc.

PHOTOS

Submit two photos to document the project. Please note that these photos become the property of GCA and may be used in publicity material. Please include any photo credits.

CONTRACTOR'S REQUEST FOR REIMBURSEMENT (CRR)

Submit the following CRR with an original signature

**Contractor's Request for Reimbursement (CRR)
Tourism Product Development (TPD) Agreement**

GCA Contract Number: _____ (leave blank- GCA will complete)

Name of Organization: City of Hapeville

Mailing Address: 3468 North Fulton Avenue, Hapeville, GA 30354

Total Award: \$20,000

Request Amount (20% of award): \$4,000

Signature: _____

FOR GCA USE ONLY

PO# _____ Amt to be paid _____

Vendor # _____ Balance _____

Department: 4293201010

Program: 1461501

Account: 707015

Class: 315

Fund: 10100

Funding Source: 2321

Project: 23201001

Signature _____

Date _____

DRAFT