

Keurig Dr Pepper – KaBOOM! Let's Play Construction Grant Program Grantee Letter of Agreement

Organization Name ("Grantee") is hereby awarded a grant of **\$15,000** (\$8,000 from KaBOOM!, and a discount of \$7,000 from a preferred vendor), to apply toward the creation of a playground under the terms and conditions stated in this Letter of Agreement (LOA). Failing to comply with any of the requirements stated in this LOA or providing false information may result in forfeiture of this grant.

Scope of Project

1. The final Build Day on which the playground is constructed and fully completed must be on or before **Final Allowed Build Date**.
2. The playground must be built using the KaBOOM! community-build model, defined in summary here as the method of using community volunteers to plan for, design, fundraise for, and build a community playground.
3. A grant of \$15,000 (\$8,000 from KaBOOM!, and a discount of \$7,000 from a preferred vendor) will be applied toward the purchase of playground equipment from any one of the following Preferred Vendors: BCI Burke, Landscape Structures, Inc, Miracle Recreation Equipment Company, or Playworld Systems. **Grantee must work directly with a local representative of the selected Preferred Vendor.** A list of KaBOOM! preferred vendors can be found here: https://kaboom.org/resources/preferred_vendors
4. The total playground equipment expenditure for this project from the single manufacturer toward whom this grant is applied must be no less than \$24,000 and no more than \$50,000 inclusive of grant monies.

Disbursement and Verification of Grant Funds

5. Grantee must alert vendor of KaBOOM! grant when they are prepared to purchase their equipment so that the vendor can contact their national headquarters to apply the \$7,000 equipment discount.
6. Grant funds will be disbursed directly to the equipment manufacturer selected by the Grantee, once the Grantee has submitted the following documentation to KaBOOM!:
 - a) A final invoice showing the equipment order, the Grantee's payment, and a remaining balance of \$8,000.
 - b) Grantee Completion Report is submitted.
7. In the event that KaBOOM! submits payment of grant funds to equipment manufacturer, for purchase of playground equipment on behalf of Grantee based on information provided by Grantee and Grantee does not complete a playground build, Grantee will reimburse KaBOOM! for the amount of the payment.
8. During any time of the grant program the grant can be withdrawn due to incomplete benchmarks during the planning process.

Ongoing Participation of the Grantee During the Grant Period

9. Grantee agrees to meet the timelines established for the submission and/or completion of the following key project benchmarks. In the case of submissions of reports or documents, they should be sent to the attention of the KaBOOM! Grants Manager. Failure to submit any such report by the appointed deadline may result in forfeiture of the grant.
 - a) Grantee must sign this LOA and return a signed, copy to KaBOOM! by **Contract Due Date**.
 - b) Grantee must participate in regularly scheduled webinars and calls.

- c) Grantee must submit a 3 month, 6 month, and 9 month status report. The guidelines and format to be provided to the grantee by KaBOOM!
- d) At least 4 weeks prior to the Build Date, grantee must place equipment order directly with the local representative of the equipment manufacturer and submit proof of playground equipment order in the form of an **itemized equipment invoice (Purchase order)** from the representative.
- e) At least 4 weeks prior to the Build Date:
 - i. Grantee must submit their **Build Day Plan of Action** report, outlining the roles and responsibilities of all community volunteers, along with time breakdowns illustrating how volunteers will be engaged in the build day process from the kick-off to the ribbon-cutting.
 - ii. Grantee must submit a **programming plan** detailing how their organization will use their play space to encourage play behavior change.
 - iii. Grantee must submit a **maintenance plan** detailing how the playground will be maintained, who will conduct the maintenance, and how the maintenance plan will be budgeted.
- f) No later than 2 weeks after the Build Date:
 - i. Grantee must submit the equipment invoice showing the equipment order, their payment, and a remaining balance of \$8,000.
 - ii. Grantee must submit a Grantee Completion Report. A portion of the report consists of a post-build survey, which will be provided by KaBOOM!. In addition, the grantee must include a project summary, photographs, and media stories that document the project's progress and execution. **Payment will not be sent to the equipment vendor until all Post Build documents are received.**
 - iii. Post new pictures and information on the [Map of Play](#) after the playground is completed.

Partner Recognition

- 10. Grantee must send out the pre-approved press release template to a minimum of one local media outlet. Reference to the Keurig Dr Pepper – KaBOOM! grant program and their sponsorship in other forms such as newsletters, web stores, or other promotional materials is subject to review and approval.
- 11. Grantee must post at least three times on the same or different social media channels between the date of the award and when the project is complete. The posts must tag both KaBOOM! and Let's Play. Grantee will be provided the handles for KaBOOM! and Let's Play.
- 12. All grantees will automatically be signed up to receive information by email from Let's Play. If requested, grantee agrees to collaborate with a representative from the Keurig Dr Pepper to plan and host a grant award presentation, prior to, on, or just following their Build Day.

Certification Requirements

- 13. Grantee agrees to purchase only surfacing that meets ADA Guidelines (Americans with Disabilities Act), is IPEMA (International Play Equipment Manufacturers Association) certified and meets and/or exceeds the standards set forth by ASTM (American Society for Testing Materials) and CPSC (Consumer Product Safety Commission).
- 14. Grantee warrants that the organization/municipality currently has, and will maintain for the life of the playground, Commercial and General Liability insurance providing coverage against liability for bodily injury, death and property damage which may rise out of or be based upon the use of the playground; and Worker's Compensation insurance policies, in amounts not less than one million dollars (\$1,000,000.00). Grantee must also include KaBOOM! and Dr Pepper Snapple as additional insured and needs to submit documentation by **Contract Due Date**.

15. Grantee will look solely to Vendor for performance of, and for payment and/or satisfaction of any obligation or claim arising out of, or in connection with, this Agreement and hereby covenants that it will not assert any claims against KaBOOM!, Inc. or any of its affiliates, nor look to KaBOOM! or any such affiliates for satisfaction of any such obligation.
16. Grantee must ensure that an installer representing the selected manufacturer will be on site on Build Day to oversee the installation of the playground and to review the playground structure to ensure that it is safe and built to all appropriate standards and guidelines. Grantee acknowledges that neither KaBOOM!, Keurig Dr Pepper nor their respective officers, directors, employees, or agents are in any way responsible or liable for action, inaction or negligence of the playground installer. In the event that the Build Day is delayed or not completed on the scheduled day, Grantee acknowledges that it will be the responsibility of Grantee to secure an installer representing the selected equipment manufacturer to review the completed playground.

Indemnification

17. By accepting the Grant, the Grantee acknowledges that neither KaBOOM! nor KDP nor their respective subsidiaries and affiliates, and their officers, directors, employees or agents shall be liable for any acts, omissions, injuries, errors or damages, whether direct, indirect, incidental or consequential, associated with the use of the Grant funds. The Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless KaBOOM!, KDP and its subsidiaries, and their respective officers, directors, employees and agents, from and against any and all claims, liabilities, losses, damages (including incidental, consequential, special and punitive damages) and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of the Grantee, its employees, or agents, in applying for or accepting the Grant, in expending or applying funds furnished pursuant to the Grant or in carrying out the Grant sponsored project, except to the extent that such claims, liabilities, losses, damages or expenses arise from or in connection with any willful misconduct of KaBOOM!, KDP, their respective subsidiaries and affiliates, and their respective officers, directors, employees or agents.

General

18. KaBOOM! has the sole right, at its discretion, to waive or postpone any deadline or requirement stipulated in this Letter of Agreement.
19. Grantee agrees to have their contact information shared with representatives from the Keurig Dr Pepper for award purposes.

I have read and attest that my organization is willing to comply with the Keurig Dr Pepper - KaBOOM! Let's Play Construction Grant requirements outlined in the Letter of Agreement.

Please return a signed copy of this Letter of Agreement electronically to mbahrmassel@kaboom.org

Authorized Signature for Grantee	Date	Printed Name
Name of Grantee Organization	Job Title	
Phone Number	Fax Number	E-Mail Address
Mailing Address	City	State Zip
Federal ID #	Non-profit Status (e.g. 501(c)(3))	

KaBOOM! CFO	Date	George T. Megas
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