



James E. Dutton Foundation, Inc.

March 25, 2023

Mr. Bruce Ross
Education Director
Wisconsin Waterfowl Association
P.O. Box 427
Wales, WI 53183-0427

Dear Licia,

The James E. Dutton Foundation, Inc. is pleased to inform you that the Board of Directors has approved a grant in the amount of \$7,000 to Wisconsin Waterfowl Association to support an ecologist position to support wetland restorations. This grant is being made in response to your proposal dated March 6, 2023.

This letter and its attachments outline the terms and conditions of accepting our grant. All grant awards by the James E. Dutton Foundation, Inc. are subject to the attached terms and conditions in accordance with the policies and priorities established by the Foundation. Please read the terms and conditions carefully, sign, and return along with this countersigned award letter.

Upon signing this contract, your agency states that you agree to notify us if there is any change in charity status. In addition, we will request a brief report upon completion of the project on the results achieved by our grant. This report should be a one to two page description and appraisal of the project or program in addition to completion of a grant overview report table.

Should you have any questions about the grant or the conditions set forth, please call me at 414-640-0523 or email at silvercreek.fenske@gmail.com. On behalf of the James E. Dutton Foundation, I extend best wishes for the continued success of your project.

Respectfully,

Dean W. Fenske
President

Accepted and Agreed: _____

Title: _____

Dated: _____

Attachment(s)

General Grant Terms, Conditions, and Understandings

Purpose: The grant shall be used solely for the purpose stated in the grant proposal, and shall be so designated on your organizations records.

Expenditure of Funds: If this grant has been based upon a specific expense budget, a copy of that budget has been attached to this agreement. No changes may be made in the budgetary allocations of the grant award without the Foundations written approval. Any portion of the grant not expended as set forth in the budget included in the grant proposal will be returned to the Foundation at the completion of the project or end of the grant period unless a written request is received and approved by the Foundation Board of Directors.

Payment: Funds are being paid on a mutually agreeable schedule between the Wisconsin Waterfowl Association and the James E. Dutton Foundation. Payment of funds is subject to any special conditions as noted below. Prior to any funds being distributed, the Foundation must have on file a countersigned copy of the grant award letter and signed copy of the General Grant Terms, Conditions, and Understandings.

Award Evaluation and Review: Upon completion of the project or grant period, Wisconsin Waterfowl Association is to furnish a written report within 60 days on the use of the grant to the President of the Foundation. This report should include a description and appraisal of the project or program funded by this grant. In addition, Wisconsin Waterfowl Association is to furnish a completed "Grant Report Overview" table upon completion of the project or grant period. The "Grant Report Overview" table and example are attached with this submittal.

The Foundation may monitor and conduct an evaluation of operations under this grant. Such evaluation may include a site visit from Foundation staff and/or Board of Directors to observe and discuss your project or program. This evaluation would be conducted at a mutually agreed upon date and time.

Publicity and Acknowledgement: Your organization may issue a news release concerning the grant. However, the Foundation shall review the text of any release, which should be submitted to the President of the Foundation not less than ten days prior to the release date.

Charitable Status: Your organization will provide to the Foundation a copy of the Internal Revenue Service determination letter confirming your tax exempt status under Section 501(c) (3) of the Internal Revenue Code, prior to payment of any funds.

Special Conditions: The grant period is April 2023 – April 2024. If necessary, the end date may be adjusted with the approval of the Foundation.

The proposal for Wisconsin Waterfowl Association requested \$21,000 over a three-year period. The James E. Dutton Foundation has approved a one-time grant of \$7,000. \$7,000 will be following receipt of the countersigned grant award letter and the signed contract terms and conditions. Funds will be paid per this schedule unless another payment schedule is reached which is mutually agreeable to the Wisconsin Waterfowl Association and the James E. Dutton Foundation.

Grant Contract – Wisconsin Waterfowl Association

In the unlikely event that your organization should fail to abide by the terms set forth in this letter of agreement, the James E. Dutton Foundation Inc. may terminate the grant, upon written notice to your organization. Your organization would then be required to return to the Foundation any portion of the grant funds, including interest earned, spent for purposes not specified in this letter or not otherwise approved by the Foundation.

To confirm your understanding of and agreement to the above conditions of this grant, please have the letter signed by an authorized officer of your organization’s Board of Directors and return a copy along with a copy of the countersigned award letter.

By signing this letter, you also agree that:

- (1) Your organization’s charitable tax exempt status under Section 501(c) (3) of the Internal Revenue Code has not been revoked or modified, and that if it is revoked or modified, you agree to notify the Foundation immediately.
- (2) The Foundation assumes no obligation to provide other or additional support.
- (3) Your organization will submit to the President of the Foundation a copy of the minutes from a meeting of your Board of Directors documenting its review of the grant award and its acceptance of the terms and conditions.

Accepted and Agreed: _____
Title: _____
Dated: _____

Grant Report Format and Table

The James E. Dutton Foundation makes grants to organizations for programs which benefit wildlife, animal causes, the environment, and natural resources. The Foundation also assists organizations or programs that support individuals with their goals of caring for or enjoying wildlife, animals, and the outdoors, educating the public, preserving our natural resources, and giving people the opportunity to experience animals, wildlife, and the outdoors. An important measure of the Foundation's success, and that of its grantees, will be the degree to which our grants (1) improve wildlife, animal life, and/or the outdoors, and/or (2) positively impact the lives of people through wildlife, animal, or outdoor programs and activities.

In reporting to us on the results you achieved through our grant, please (1) provide us with a narrative report of at least one, but not more than two, pages that includes all important information, and (2) complete the table below:

GRANT REPORT OVERVIEW Example		
Activities	Wildlife/Animal/Outdoor Impact	Human Impact
<p>What are the two most important activities that your grant produced?</p>	<p>How did this improve wildlife, animal life, and/or the outdoors? How do you know this? Please provide some numbers if possible.</p>	<p>What results or stories best illustrates how this positively impacted the lives of people? Also, please provide numbers if possible.</p>
<i>Example</i>	<i>Example</i>	<i>Example</i>
<p><i>Our group cleaned 1.5 miles of Angel Stream. We removed two truckloads of trash including 39 tires and a truck engine that was leaking oil.</i></p> <p><i>In addition, we worked with a local contractor to build fish habitat in the stream, and thereby increase the fish population toward historic levels.</i></p>	<p><i>In our prior visits to Angel Stream, three visitors always counted rats, with the average number seen being four. The last time we were there we counted NO rats, but did see six squirrels and eight native birds. The outdoor editor of the Sentinel Times, our local newspaper has run two front-page stories, including pictures, about our project. The Fish and Wildlife Commission cited our project as one of the three best in the state.</i></p>	<p><i>Our county just installed four picnic tables along Angel Stream. Science classes from our local middle school and high school have visited Angel Stream on field trips to monitor and report on water quality and wildlife sightings. So far, 33 students have visited Angel Stream and more field trips are now being planned.</i></p>

GRANT REPORT OVERVIEW

Activities	Wildlife/Animal/Outdoor Impact	Human Impact
What are the two most important activities that your grant produced?	How did this improve wildlife, animal life, and/or the outdoors? How do you know this? Please provide some numbers if possible.	What results or stories best illustrates how this positively impacted the lives of people? Also, please provide numbers if possible.