



SHARE OUR
STRENGTH
NO KID HUNGRY

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FAX 202 347 5868

NOKIDHUNGRY.ORG

June 17, 2016

Layton Long
Health Director
Chatham County Public Health Department
1000 S Tenth Ave
Siler City, NC 27344

Dear Layton,

Congratulations! Chatham County Public Health Department has been awarded a grant for \$2000 from Share Our Strength to lead Cooking Matters at the Store grocery store tours in your community. Below information is a reminder of the requirements associated with this grant.


- As described in your proposal, these grant funds are intended to help you reach a minimum of 200 participants with Cooking Matters at the Store tours to be completed by 5/31/2017.
- These funds must be used to support the implementation and/or growth of Cooking Matters at the Store tours as outlined in the eligible grant uses and your recent grant application. Tours are intended for low-income adults only, and must be offered at no charge to all participants.
- All funds must be expended and all tours must be completed by May 31, 2017.
- You will be asked to report on your grocery store tours, including participation numbers and tour schedule, through an online database within 7 days of each tour. You may also be asked to complete narrative updates. Additional training on how to complete these actions will be provided through the online training and Getting Started Webinar, described below.
- Your program coordinator is required to participate or view a series of trainings to support your organization's efforts to lead Cooking Matters at the Store programming, including:
 - **By Friday, July 1st:** You and the person listed as responsible for the implementation of the program will receive instructions via email to register for the grantee onboarding call.
 - Your program coordinator is required to view the onboarding webinar, *Getting Started as a Cooking Matters at the Store Grantee*. Call in information will be provided in the aforementioned email.

- Please submit a written request to us in advance if you wish to change the use of the grant funds from what was submitted on your grant application.
- Please also notify us as soon as possible if you anticipate any difficulties with reaching the projected number of tour participants described in your proposal. ***Significant changes in projected or actual number of tour participants reached may necessitate a return of a portion or all of your grant funds.***
- Please notify us within one week of any changes in contact information.
- You are required to notify Share Our Strength of any change in your public charity status.
- This agreement also gives Share Our Strength your permission to use photographs, logos, and other materials you supply in your communications with Share Our Strength, without further notice, in press releases and/or publications.

If you have any questions about any of the conditions described in this letter, or about your grant in general, please contact Liz Evancho, Associate Director of Grants Administration, at eevancho@strength.org.

We wish you the best of success and look forward to hearing about your progress.

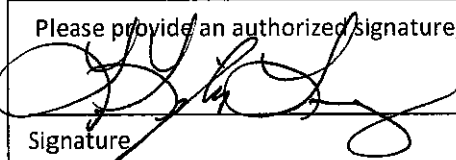
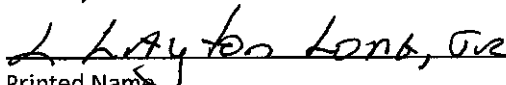
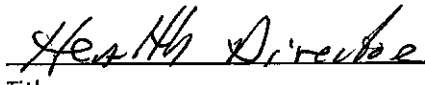
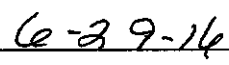
Sincerely,



Bill Shore
Founder and CEO

To allow for release of your grant funds, please return a signed copy of this agreement via email to grants@strength.org by **June 30, 2016**.

Grantee Name: Chatham County Public Health Department

Please provide an authorized signature, retain a copy for your records, and return promptly.	
	_____
Signature	
	_____
Printed Name	
	_____
Title	
	_____
Date	