

HELLMAN FOUNDATION

May 5, 2021

Greg Wagner
Chief Operating Officer
San Francisco Department of Public Health
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102

Dear Greg:

We are pleased to inform you that the Board of Directors of the Hellman Foundation has approved a grant of \$405,000 paid over three years to the San Francisco Department of Public Health. This grant is to support the backbone position for Food As Medicine.

The Hellman Foundation Grant Agreement includes this award letter and the attached document outlining acceptable *Use of Grant Funds*. If this Grant Agreement correctly sets forth your understanding of the terms and conditions of the grant, please sign, date and return an electronic copy to us at your earliest convenience.

For the administrative purposes of this Agreement, Hirsch Philanthropy Partners will be the point of contact for the Hellman Foundation. All correspondence should be directed to Hirsch Philanthropy Partners at grants@hellmanfoundation.org or (415) 837-5408.

Grant Period

The grant period is May 1, 2022 to May 1, 2025. Funds from the grant may only be disbursed by the San Francisco Department of Public Health during the grant period unless an extension is approved.

Payment Schedule

The first installment of \$135,000 will be released May 2022. Subsequent installments of \$135,000 will be released in:

- May 2023; and
- May 2024.

All future payments are contingent upon appropriate use of funds as demonstrated in grant reporting described below.

Communications and Reporting Requirements

We look forward to learning about your organization's activities and impact over the course of the grant period.

1) Progress Report:

The San Francisco Department of Public Health must submit a brief progress report by March 1, 2023 and 2024 before subsequent installments will be released. The narrative portion should not exceed three pages. The report should include the following:

- An update on the key organizational activities and milestones during the grant period;
- The outputs and outcomes that your organization has achieved during the grant period, including impact to beneficiaries;

- Any major challenges or obstacles encountered in achieving anticipated activities or outcomes in the past year;
- A summary of your organization's anticipated milestones, major outputs and measurable outcomes for the next year of funding;
- A budget for your current fiscal year, including actual and budgeted revenue and expenditures, indicating use of Hellman Foundation grant funds;
- A list of major funders and grants supporting the organization; and,
- Any other relevant materials, updates or urgent needs.

2) Final Report:

A final report will be due by March 1, 2025 and should include the information listed below. The narrative portion should not exceed five pages excluding any supporting documents.

The report should include the following:

- A brief narrative describing key activities and accomplishments during the grant period, as well as any anticipated accomplishments before the end of the grant period;
- The outputs and outcomes your organization has achieved during the grant period, including impact to beneficiaries;
- Future plans for your organization, highlighting needs and opportunities;
- A budget for your current fiscal year, including actual and budgeted revenue and expenditures and indicating use of Hellman Foundation grant funds. On this report, please indicate if you request an extension on the grant period to fully spend grant funds.

An addendum to this report will be due by May 1, 2025, if necessary, after all grant funds have been expended according to this agreement, and should include the following:

- A final financial report, including actual and budget revenue and expenditures and indicating full disbursement of Hellman Foundation grant funds.
- Any important accomplishments or outcomes achieved in the final two months of the grant period (optional).

Please note that if you have two concurrent Hellman Foundation grants we would request that the reporting for the grants be combined into a single submission. Please reach out to your Foundation contact to discuss deadlines and contents.

In addition, we ask that you reach out to us with any important news, changes in key personnel, or significant challenges you encounter during the grant period.

Acknowledgement

When acknowledging this grant, please refer to the donor as **Hellman Foundation**. Please note that the Foundation, its board members and staff, do not wish to be recognized with certificates, plaques, or similar mementos.

The Hellman Foundation is happy to be able to support the work of the San Francisco Department of Public Health and wishes you continued success in your work.

Sincerely,



Susan Hirsch
Executive Director

Please sign and date below and return the Agreement electronically to
grants@hellmanfoundation.org

We accept this *Grant Agreement*.

Printed Name: _____

Title: _____

Signature: _____

Date: _____

USE OF GRANT FUNDS

This Grant Agreement sets forth all terms and conditions of this grant; there are no agreements or understandings between the two parties other than those set forth in this Grant Agreement. Listed below are general restrictions and provisions on the use of grant funds.

- Grant funds must be used only for the purposes, program, budget and organizations as indicated in the grant application materials presented to the Hellman Foundation (“Foundation”) and/or as modified in the Grant Agreement. Any and all modifications to this Grant Agreement must be in writing, approved and signed by both the Foundation and the grantee.
- Any grant funds not used or committed for the specific purpose of the grant within the specified grant term must be returned to the Foundation at the end of the grant period unless the Foundation gives written approval to do otherwise.
- The Foundation’s grant has been made to your organization on the express condition that your organization has been classified as an Internal Revenue Code §501(c) (3) organization and that it is not a private foundation within the meaning of §509(a). Please notify us immediately of any change in your organization’s status. If your exempt status does change, the Foundation reserves the right to have all remaining grant funds immediately returned.
- The Foundation’s grant has been made to your organization on the express condition that, as required by Internal Revenue Code §§501(c) (3) and 4945 (d) (1) and (2), your organization will not engage in any political activities. For purposes of this condition, engaging in political activities includes, but is not limited to, trying to influence the election of political candidates or the outcome of an election, or engaging in any other type of political activity that is determined to be in violation of the intent of applicable federal and state regulations. Violation of this condition may result in an obligation to return to the Foundation all funds received pursuant to this grant.
- Payment Schedule: The tentative schedule of grant payments is an estimate of the timing and amount of the payments to the Grantee that will satisfactorily meet the requirements of the grant. The Hellman Foundation, however, on its own initiative or at the request of the Grantee, may modify scheduled dates and payment amounts. The Foundation will notify the Grantee when and if the Foundation is considering making such changes. The Hellman Foundation may at any subsequent time by notice to the Grantee cancel or postpone and thereafter cancel payment of the undisbursed portion of the grant. Also, after entering into a Grant Agreement, it is possible that circumstances will arise which will persuade the Hellman Foundation that an unpaid grant should not be disbursed.
- Because the Foundation is making payments in installments, over a period of years, the Foundation reserves the right to withhold future installments in the event that the Grantee either (a) indicates explicitly, or through Grantee’s conduct, that it no longer intends to complete the project that is the subject of the grant, (b) fails to meet fundraising goals that the Grantee has set are part of its proposal to the Foundation, or (c) significantly changes the scope or purpose of the project.
- Any future Foundation grants to your organization and/or any renewals of project funding are at the sole discretion of the Foundation’s Board of Directors.