

From: Dorothy Bratchell

Sent: Thursday, January 5, 2023 1:42 PM

To: Kagan, Leah <LKagan@StamfordCT.gov>; Erik J. Larson (ELarson@StamfordCT.gov) <elarson@stamfordct.gov>

Cc: Brenda Thickett <bthickett@ctwbdc.org>; Nadres, Loren <LNadres@StamfordCT.gov>; Kagan, Leah <LKagan@StamfordCT.gov>; Carpenter, Anita <ACarpenter@StamfordCT.gov>; Fran Pastore <fpastore@ctwbdc.org>; Tasha Jackson <TJackson@ctwbdc.org>

Subject: WBDC Grant agreement

Leah,

This is in response to Erik's email request for confirmation of the items below:

- WBDC will be able to alter their existing grant agreement with each subgrantee to include:
 - Specific language regarding retaining receipts and documentation. For example, language that states "Receipts of expenditures from the grant need to be maintained for a period of three (3) years after the end of the period of performance. If requested by the (operating partner) grantee will provide (operating partner) with records and receipts during this time period that can account for the entirety of the use of the grant funds."
- WBDC will comply with all requirements of federal funding (2 CFR 200), including the monitoring requirements of subrecipients. All subrecipients of the ARPA funding will be required to comply with the Uniform Guidance.

Dorothy Bratchell

Chief Operating Officer

Women's Business Development Council

Mobile: 203-216-2871

Stamford: 203-353-1750

dbratchell@ctwbdc.org | www.ctwbdc.org

From: Brenda Thickett <bthickett@ctwbdc.org>
Sent: Monday, December 19, 2022 2:25 PM
To: Nadres, Loren <LNadres@StamfordCT.gov>; Kagan, Leah <LKagan@StamfordCT.gov>; Carpenter, Anita <ACarpenter@StamfordCT.gov>; Larson, Erik <ELarson@StamfordCT.gov>
Cc: Fran Pastore <fpastore@ctwbdc.org>
Subject: RE: WBDC Final Budget-PLEASE IGNORE PRIOR EMAIL

Erik,

I hope you are well. Attached is a sample grant agreement – what we are using for the grant program with New London. Please let us know if you have any questions. Thank you,

Brenda

Brenda Thickett

Senior Vice President, Programs and People
Women's Business Development Council
Office: (203) 684-6186 x119
Mobile: (203) 836-8348
bthickett@ctwbdc.org | www.ctwbdc.org

From: Larson, Erik <ELarson@StamfordCT.gov>
Sent: Friday, December 16, 2022 3:16:53 PM
To: Fran Pastore <fpastore@ctwbdc.org>; Nadres, Loren <LNadres@StamfordCT.gov>; Kagan, Leah <LKagan@StamfordCT.gov>; Carpenter, Anita <ACarpenter@StamfordCT.gov>
Subject: RE: WBDC Final Budget-PLEASE IGNORE PRIOR EMAIL

Fran –

Can you please send a copy of the grant agreement referenced below?

Thanks – Erik

Erik J. Larson
Purchasing Manager
203-977-4107

From: Fran Pastore <fpastore@ctwbdc.org>
Sent: Wednesday, December 14, 2022 2:03 PM
To: Larson, Erik <ELarson@StamfordCT.gov>; Nadres, Loren <LNadres@StamfordCT.gov>; Kagan, Leah <LKagan@StamfordCT.gov>; Carpenter, Anita <ACarpenter@StamfordCT.gov>
Subject: WBDC Final Budget-PLEASE IGNORE PRIOR EMAIL

All: Attached please find a revised budget reflecting WBDC's commitment to the City. We are making a \$250k investment in operating costs to ensure the success of this project and maintain the integrity of our work and our role as a trusted fiduciary with taxpayer funds.

WBDC will not be contributing \$50k toward grants, which was in our original proposal.
We do not collect receipts as clients sign a **grant agreement certifying how funds will be used.**
We do not pull FICO scores as this grant is not based on credit but on measurable impact on the business.

Please let me know if you have any questions.

Have a great holiday! Best, Fran

Fran Pastore

CEO

Women's Business Development Council

Stamford Office: 203-353-1750

Cell: 203-979-5852

fpastore@ctwbdc.org | www.ctwbdc.org

Business Owner's Full Name

Business Name

Award Amount

Congratulations! We are pleased to inform you that you have been awarded a grant as part of the New London/Women's Business Development Council's (WBDC's) Small Business Grant Program.

To issue your grant check, you must sign the Grant Agreement below and complete and upload a copy of an IRS W-9 form

To see samples of how to complete the form based on your business structure, click the appropriate link below:

Sole Proprietors [click here](#)

LLCs & S-Corps [click here](#)

Non-Profits & C-Corps [click here](#)

You will be required to pay taxes on these grant funds. We suggest determining your tax bracket with your accountant and holding this percentage of grant money aside to pay the taxes when due.

Once your signed Grant Agreement and W-9 Form is submitted, funds will be distributed for pick up on December 21st at WBDC's New London office Located at 61 Bank St, New London, CT 06320. If you cannot attend the check presentation event, please contact Susan Hackett to coordinate another time to pick up your check: shackett@ctwbdc.org

IRS W-9 Form

[Click here](#) to download a blank W-9 Form. Please only upload the first page.

Upload W-9 Form

Enter the name on your personal tax return

Legal name of the business/person receiving the grant (this should match the name on the W-9 Form)

Legal address of the business/person receiving the grant (this should match the address on the W-9 Form)

Street Address, Town, State and Zip Code

Is this a business or residential address?

Is your mailing address the same as the address listed on the W-9 form?

Enter your EIN or social security number

Grant Agreement

Please initial each item below and sign and date at the bottom of the section below.

As an awardee of a NL/WBDC Small Business Grant, I agree to the following terms and conditions, that I will:

Utilize grant funds for the purposes described in my grant application. (If you have questions, contact us at microgrants@ctwbdc.org)

Share the impact of this grant on my business' health and growth with WBDC via a quarterly impact survey.

Participate in WBDC training and/or counseling session(s) at least once per quarter during 2023 to support the growth of your business (these are largely offered at no cost)

Permit WBDC to share the impact of this grant program on my business with stakeholders, and share my name, business name, and address.

I grant permission to the Women's Business Development Council (WBDC) of Connecticut to use information regarding me and my business me in the future for promotional, public information and educational purposes. I also grant permission to WBDC to use still or digital photographs, audio and video tape and/or film of me, my businesses, employees, for the same purposes. I waive the right to inspect or approve the above noted items that may be used by WBDC, and I waive any right to royalties or other compensation related to the use of such items. The above noted items may be used in the following ways, but WBDC's use is not limited to this list: media documents (press releases, media alerts), promotional materials, articles, public service announcements, educational programs, speeches, websites, marketing collateral, social media, etc. I acknowledge that I give permission to be taped during an interview with a WBDC representative.

By signing this Grant Agreement, I certify that the above information is correct. I agree to the terms and conditions listed above, including participating in the activities outlined, and providing information to the Women's Business Development Council as requested.

Electronic Signature

Date

As a recipient of this grant, we look forward to working with you to help grow and expand your business. Please check out our current class listings, events and on-demand programming which are all available to you in our eCenter. If you would like to work directly with a WBDC Business Advisor, please contact us at 203-751-9550 or microgrants@ctwbdc.org to schedule an appointment.

Congratulations again on being selected as one of NL/WBDC Small Business Grant recipients! We look forward to supporting you and your business!

Please save and print this grant agreement for your records by clicking the blue arrow next to "Award Acceptance" at the top of the page.