

## Chan Zuckerberg Initiative DAF



October 27, 2023

Claire Cunningham  
Human Services Agency Director  
1 Davis Drive  
Belmont, CA 94002

Dear Claire:

Congratulations, San Mateo County has been accepted to receive a grant of \$270,000.00 from Chan Zuckerberg Initiative DAF, an advised fund of Silicon Valley Community Foundation.

This grant is for core support for the San Mateo County Navigation Center in Redwood City.

Please sign, date, and return the attached grant agreement to the attention of the person at the address listed on the grant agreement as soon as possible. Once we receive the signed agreement, we will forward the payment to you.

On behalf of Chan Zuckerberg Initiative DAF and Silicon Valley Community Foundation, we appreciate the work of your organization and are pleased to support your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicole Taylor', written in a cursive style.

Nicole Taylor  
President and Chief Executive Officer

**Silicon Valley Community Foundation  
Grant Agreement**

**Grant Number:** 2023-332030      **Amount:** \$270,000.00      **Date:** October 27, 2023

**Grantee Name:** San Mateo County (Grantee)

**Grantee Contact:** Claire Cunningham  
Human Services Agency Director  
1 Davis Drive  
Belmont, CA 94002  
Email: ccunningham@smcgov.org

**Foundation Contact:** Silicon Valley Community Foundation  
444 Castro Street, Suite 140  
Mountain View, CA 94041  
Phone: 650.450.5400  
Email: svcfteam@siliconvalleycf.org

**Grant Purpose:** This grant is for core support for the Redwood City Navigation Center.

**Grant Period:** October 1, 2023 to January 31, 2025

**Payment Schedule**

SVCF will fund this Grant to Grantee in one installment. This payment of \$270,000.00 will be made upon receipt and approval of the signed grant agreement (the "Grant Agreement"). The amount of the Grant is inclusive of any overhead amounts that may be incurred by Grantee.

\$270,000.00      upon receipt of signed grant agreement

**Reporting Requirements**

Silicon Valley Community Foundation (SVCF) requires progress reports at specified dates. *Please note that, if a grantee has failed to submit a required report, remaining grant disbursements may not be made and future grant requests will not be considered.* Please submit the following reports using the templates enclosed:

Final Report      February 28, 2025

**Additional Reports**

From time to time, SVCF evaluates its grant making programs by requesting further information and follow-up from Grantee up to four (4) years after the expiration of the Grant Period. Grantee agrees to provide such further information and follow-up as reasonably requested from time to time.

**Role of Chan Zuckerberg Initiative**

The Chan Zuckerberg Initiative ("CZI") and the Grantee acknowledge that CZI has not in the past pledged, and in this Grant Agreement is not making a pledge or any contractually binding obligation, to provide funding to the Grantee. CZI shall submit grant recommendations from the Chan Zuckerberg Initiative DAF to the sponsoring organization, Silicon Valley Community Foundation ("SVCF"), and the sole authority for implementing those grant recommendations will be with SVCF. SVCF will provide all guidance regarding the administration of this grant and any administrative grant related questions should be directed to SVCF.

**Hold Harmless**

Each party (which shall include their officers, directors, trustees, employees and agents) agrees to be solely responsible for their acts of negligence and reckless acts or omissions in the performance of their obligations under this Agreement. The parties, respectively, shall be financially and legally responsible for all liabilities, costs, damages, expenses and attorney fees caused by it, respectively, or its respective employees for any and

all such acts or omissions to the fullest extent of the law. This paragraph shall survive the termination of this Grant Agreement.

### **Prohibited Uses**

Grantee shall not use or permit any subgrantee or independent contractor to use any portion of the funds granted:

- In a manner inconsistent with Internal Revenue Code (“IRC”) Section 501(c)(3), including:
- Influencing the outcome of any specific candidate election for public office, including, without limitation, travel expenses, direct costs, or compensation-related expenses incurred in connection with raising funds for any candidate campaign within the meaning of IRC Section 4945(d)(2); or
- Inducing or encouraging violations of law or public policy, or causing any private inurement or improper private benefit to occur, or taking any other action inconsistent with IRC Section 501(c)(3).
- In any attempt to influence legislation within the meaning of IRC Section 4945(d)(1).

Additionally, if the Grantee carries on propaganda, or otherwise attempts to influence legislation within the meaning of IRC Section 4945(d)(1), the Grant Funds are for a specific project grant which grant has not been earmarked to be used in an attempt to influence legislation and which grant, together with other grants by Grantor for the same project for the same year, does not exceed the amount budgeted, for the year of the grant, by Grantee for activities of the project that are not attempts to influence legislation.

### **No Agency**

Grantee is solely responsible for all activities supported by the grant funds, the content of any product created with the grant funds and the manner in which such products may be disseminated. This Grant Agreement shall not create any agency relationship, partnership or joint venture between the parties, and Grantee shall make no such representation to anyone.

### **Governing Law**

This Agreement shall be governed by the laws of the State of California applicable to contracts to be performed entirely within the State.

### **No Pledge**

Neither this Grant Agreement nor any other statement, oral or written, nor the making of any contribution or grant to Grantee, shall be interpreted to create any pledge or any commitment by SVCF or by any related person or entity to make any other grant or contribution to Grantee or any other entity for this or any other project. The grant contemplated by this Grant Agreement shall be a separate and independent transaction from any other transaction between SVCF and Grantee or any other entity.

### **Acknowledgement of Grant Support**

Please acknowledge Silicon Valley Community Foundation’s support of your program in publications such as newsletters, program activity announcements and in all media coverage. We suggest you use the following wording: “This project has been made possible in part by a grant from Chan Zuckerberg Initiative DAF, an advised fund of Silicon Valley Community Foundation.”

### **Use of Funds**

By signing below, Grantee acknowledges that this Agreement is a contract with SVCF for the purposes stated in this Agreement. Please inform SVCF if there are changes in agency personnel who are important to the administration of the grant, or if the grant funds cannot be expended in the time period described above. Grantee may not use the funds in any way other than as described above unless Grantee receives written permission from SVCF. Grantee shall repay to SVCF any portion of the amount granted that is not used for the purpose of this grant. If funds remain at the end of the Grant period, Grantee must contact Silicon Valley Community Foundation at [svcfteam@siliconvalleycf.org](mailto:svcfteam@siliconvalleycf.org) prior to returning any funds not used for the purposes specified in this grant agreement.

### **Grantee Discretion**

Once granted to Grantee by SVCF, the grant funds are the property of the Grantee, who has discretion and control over the use and investment of such funds. Thus, any use of grant funds by Grantee constitutes a

decision of Grantee that is wholly independent of SVCF.

**Recordkeeping**

Grantee shall keep adequate records to substantiate the charitable purposes of its expenditures from the grant funds. Grantee shall make its books and records pertaining to the grant funds available to SVCF at reasonable times for review and audit, and shall comply with all reasonable requests of SVCF for information and interviews regarding use of grant funds. Grantee shall keep copies of all books and records related to this grant and all reports to SVCF for at least four (4) years after Grantee has expended the last of the grant funds.

**Remedies**

If SVCF determines, in its sole discretion, that Grantee has substantially violated or failed to carry out any provision of this Agreement, including but not limited to failure to submit reports when due, SVCF may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Grantee under this or any other grant agreement, and SVCF may demand the return of all or part of the unexpended grant funds, which Grantee shall immediately repay to SVCF. SVCF may also avail itself of any other remedies available by law.

**Further Acknowledgments of Grantee**

Grantee acknowledges that it understands its obligations imposed by this Agreement, including but not limited to those obligations imposed by reference to the IRC. Grantee agrees that if Grantee has any doubts about its obligations under this Agreement, including those incorporated by reference to the IRC, Grantee will promptly contact SVCF or knowledgeable legal counsel.

**Entire Grant Agreement**

This Agreement supersedes any prior or contemporaneous oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to its subject matter. This Agreement may not be amended or modified, except in a writing signed by both parties.

**Recognition and Media**

No external communications about the Grant shall be made without obtaining SVCF's prior written approval, in consultation with CZI.

**Accepted on behalf of San Mateo County Human Services Agency:**

\_\_\_\_\_  
**Signature**  
**(Must be signed by Executive Director,  
President or Board President)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Printed or Typed Name**

\_\_\_\_\_  
**Date**

## **Silicon Valley Community Foundation Final Report Guidelines**

Silicon Valley Community Foundation requires that (Grantee) submit a final report on the impact of the project funded by SVCF. The following questions are intended to help Grantee capture its experience – experience that can inform Grantee’s work and SVCF’s grantmaking. Please be candid, reflective, and succinct. SVCF is equally interested in hearing about successes and challenges.

Grantee’s final report include the following.

**Cover sheet**—Please provide basic details on your grant including:

- Organization name
- Grant title
- Grant amount
- Grant period
- Date of report
- Contact name, email and phone #
- Grant purpose
- Project goals and milestones

**I. Project Outcomes:** 4 pages maximum

- Please comment on the project’s success. How well did the project meet its goals? What impact has the project had so far, and does it appear to be on track to have impact in the future? Were there any unexpected outcomes, positive or otherwise? (In responding to this question, please refer back to the project goals and milestones outlined in the grant agreement.)
- Additionally, please share any context that would be helpful for understanding the project’s success. Did the project experience any unexpected changes that facilitated or impeded work?
- If conditions have changed such that a revision in the terms of your grant agreement may be needed, please outline the requested revisions and explain the rationale for each.

**II. Lessons Learned and Next Steps:** 1 page maximum

- What is the future of the project funded by this grant?
- What lessons were learned in the course of this grant? If you were to administer a future grant for a similar project, how might it be structured differently?

**III. Financial Information**

- Please offer an update on the project’s spending in the previous period. If either past or projected spending differs significantly (>10%) from the original budget, please share an analysis and explanation of the changes.

Please return reports through SVCF’s and CZI’s online grantee portal. The link will be sent to you before your report is due or you may access it online at <https://chanzuckerberg.force.com/CZISVCFCommunity>. Once you have logged in, submit your report by navigating to the Reporting Requirement tab in the navigation bar on the top of the page. Due dates are listed on each row. When you are ready to upload and submit your materials, click on the appropriate row and attach and submit your report to your record. You will receive confirmation upon successful submission. For additional guidance, please refer to the instructions that were sent to you in your report reminder email.

If you cannot remember your account log-in, or if you, as an individual, have not created a log-in previously (although you know your organization has used the portal previously), please contact [grants@chanzuckerberg.com](mailto:grants@chanzuckerberg.com).

If you have any questions about completing this report, please do not hesitate to contact community foundation staff at [svcfteam@siliconvalleycf.org](mailto:svcfteam@siliconvalleycf.org) or 650.450.5400.