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## GRANT SUMMARY SHEET

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**Grant Name:** Special Collections Grant 25

**Department:** PUBLIC LIBRARY

**Grantor:** NASHVILLE PUBLIC LIBRARY FOUNDATION

**Pass-Through Grantor  
(If applicable):**

**Total Award this Action:** \$25,000.00

**Cash Match Amount** \$0.00

**Department Contact:** Linda Harrison - Assistant Director for Education & Literacy  
862-5806

**Status:** CONTINUATION

**Program Description:**

Process, arrange, and describe archival materials in all formats according to departmental and national standards in collaboration with the Division's Librarian I or II. Facilitates the accessibility of manuscripts collections by creating finding aids according to Describing Archives: A Content Standard (DACS). This includes creating documentation about the content of and procedures relating to the processed manuscript collections.

**Plan for continuation of services upon grant expiration:**

NPL does not expect to fund this initiative with local funding. This project ends with the end of grant funding.

### Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input type="radio"/> Award Acceptance <input checked="" type="radio"/> Contract Amendment <input type="radio"/>				
Department	Dept. No.	Contact	Phone	Fax
PUBLIC LIBRARY	039	Linda Harrison - Assistant Director for Education & Literacy	862-5806	880-2605
<b>Grant Name:</b>	Special Collections Grant 25			
<b>Grantor:</b>	NASHVILLE PUBLIC LIBRARY FOUNDATION		<b>Other:</b>	
<b>Grant Period From:</b>	02/01/25	<small>(applications only)</small> Anticipated Application Date:		
<b>Grant Period To:</b>	06/30/25	<small>(applications only)</small> Application Deadline:		
<b>Funding Type:</b>	FOUNDATION	Multi-Department Grant <input type="checkbox"/> <b>→ If yes, list below.</b> Outside Consultant Project: <input type="checkbox"/>		
<b>Pass-Thru:</b>		Total Award: \$25,000.00		
<b>Award Type:</b>	OTHER	Metro Cash Match: \$0.00		
<b>Status:</b>	CONTINUATION	Metro In-Kind Match: \$0.00		
<b>Metro Category:</b>	Est. Prior.	Is Council approval required? <input checked="" type="checkbox"/>		
<b>CFDA #</b>	N/A	Applic. Submitted Electronically? <input type="checkbox"/>		
<b>Project Description:</b>	Process, arrange, and describe archival materials in all formats according to departmental and national standards in collaboration with the Division's Librarian I or II. Facilitates the accessibility of manuscripts collections by creating finding aids according to Describing Archives: A Content Standard (DACS). This includes creating documentation about the content of and procedures relating to the processed manuscript collections.			
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>				
NPL does not expect to fund this initiative with local funding. This project ends with the end of grant funding.				
<b>How is Match Determined?</b>				
Fixed Amount of \$		or	% of Grant	Other: <input type="checkbox"/>
<b>Explanation for "Other" means of determining match:</b>				
<b>For this Metro FY, how much of the required local Metro cash match:</b>				
Is already in department budget?		Fund	Business Unit	
Is not budgeted?		Proposed Source of Match:		
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>				
<b>Other:</b>				
Number of FTEs the grant will fund:	0.00	Actual number of positions added:	0.00	
Departmental Indirect Cost Rate	17.95%	Indirect Cost of Grant to Metro:	\$4,487.50	
*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No	% Allow. 0.00%	Ind. Cost Requested from Grantor:	\$0.00	in budget
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)				
Draw down allowable?	<input type="checkbox"/>	Metro or Community-based Partners:		

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY25			\$25,000.00				\$25,000.00	\$4,487.50	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$0.00	\$0.00	\$25,000.00	\$0.00		\$0.00	\$25,000.00	\$4,487.50	\$0.00
<b>Date Awarded:</b>		03/04/25		<b>Tot. Awarded:</b>	\$25,000.00	<b>Contract#:</b>	LETTER			
<b>(or) Date Denied:</b>				<b>Reason:</b>						
<b>(or) Date Withdrawn:</b>				<b>Reason:</b>						

juanita.paulsen@nashville.gov  
vaughn.wilson@nashville.gov



**GRANT LETTER**  
**Special Collections Grant**

Section 1. Grant. The Nashville Public Library Foundation, a nonprofit corporation exempt from federal income tax under Section 501©(3) of the Internal Revenue Code of 1986, as amended (the “Code”), intends to make a gift to the Metropolitan Government of Nashville and Davidson County, acting by and through the Metropolitan Library Board, (the “Charity”), a municipal corporation, exempt from federal income tax, an amount of Twenty Five Thousand Dollars (\$25,000) in the manner, and subject to the terms, as hereinafter provided.

Section 2. Grant Term. This grant shall be effective for the period commencing on February 1, 2025, and ending June 30, 2025. The Foundation shall have no obligation for services rendered by the Library which are not performed within the specified period.

Section 3. Payment of Grant. The Foundation intends to pay the Grant to the Charity in quarterly reimbursements. The final reimbursement will occur at the end of the fiscal year once final payments for the grant are complete.

Section 4. Purpose of Grant. The Charity agrees to use the Grant solely for the Charity’s Special Collections Division to include but not limited to providing services for processing, arranging, and describe archival materials in all formats for digitizing materials in the Special Collections Division and to provide accurate information for collection level MARC records that link to the appropriate finding aids and audiovisual inventories. See Attachment A.

Section 5. Prohibited Activities. The Charity agrees that no portion of the Grant shall be used for activities that are prohibited to organizations exempt from federal income tax, including, without limitation, attempting to influence legislation, lobbying, or the participation or intervention in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 6. Confirmation of Good Standing with State Government. The Charity confirms that it is in good standing with appropriate governmental agencies located within the state of the Charity’s organization and any state in which the Charity is, or intends to, conduct its activities. If requested by the Foundation, the Charity shall provide written evidence of its good standing. The Charity agrees that is shall immediately notify the Foundation of any change in the Charity’s good standing, including the initiation of any proceeding, investigation, audit or inquiry, of which the Charity is a party.

Section 7. No Detrimental Reliance: Failure to Comply. The Charity agrees that the Grant does not constitute an enforceable gift for which the Charity has paid consideration or upon which the Charity shall rely to its detriment. Further, the Charity agrees that the Foundation has no legal obligation to pay the Grant to the Charity, and that the Foundation may, for any reason, suspend or cease payments of the Grant to the Charity, as may be determined by the Foundation.

Section 8. Enforceability of Terms of Gift. If the Foundation pays a portion or all the Grant to the Charity, the Foundation reserves the right to enforce the terms and conditions of the Grant as provided in this instrument, including requiring the Charity to use the Grant solely for the purposes described in Section 4. The Charity agrees that the Foundation's right to enforce the terms and conditions of the Grant includes the right to demand the refund of any portion of the Grant actually paid to the Charity by the Foundation, upon which demand, the Charity shall have ten (10) business days to comply.

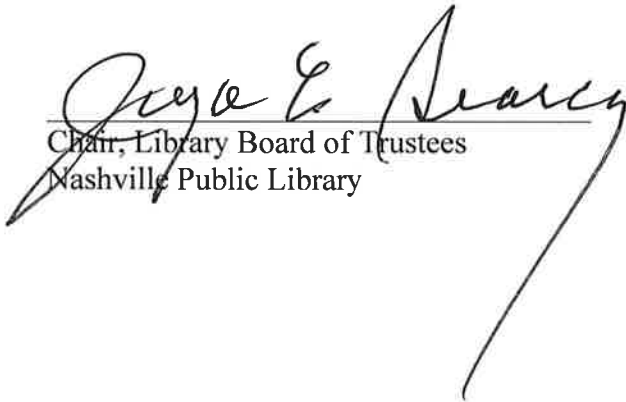
Section 9. No Joint Venture. The parties agree that the Foundation and the Charity are not partners or joint venturers with respect to each other, and the nothing contained herein shall be construed to make the Foundation and the Charity partners or joint venturers or to impose upon either party any liabilities as such.

Section 10. Indirect Cost. No indirect cost allowable. All funds are to be program direct.

Acknowledged and agreed to this 4<sup>th</sup> day of March, 2025.

  
\_\_\_\_\_  
Nashville Public Library Foundation

3/4/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chair, Library Board of Trustees  
Nashville Public Library

3/4/25  
\_\_\_\_\_  
Date

**SIGNATURE PAGE  
FOR  
Special Collections GRANT**

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

*Terri M. Loh*  
Library Department, Director

3-4-2025  
Date

APPROVED AS TO AVAILABILITY  
OF FUNDS:

*Jennine Reed/Impu*  
Director  
Department of Finance

3/13/2025 | 10:43 AM CDT  
Date

APPROVED AS TO RISK AND INSURANCE:

*Balagun Cobb*  
Director of Insurance

3/13/2025 | 1:11 PM CDT  
Date

APPROVED AS TO FORM AND  
LEGALITY:

*Courtney Mohan*  
Metropolitan Attorney

3/13/2025 | 1:02 PM CDT  
Date

FILED:

\_\_\_\_\_  
Metropolitan Clerk

\_\_\_\_\_  
Date

## **Attachment A**

### **Services to be provided:**

- Process, arrange, and describe archival materials in all formats according to departmental and national standards in collaboration with the Division's Librarian I or II.
- Facilitates the accessibility of manuscripts collections by creating finding aids according to Describing Archives: A Content Standard (DACS). This includes creating documentation about the content of and procedures relating to the processed manuscript collections.
- Creates and updates records to the public finding aids portal; and collaborates with the Collections Team to provide accurate information for collection level MARC records that link to the appropriate finding aids and audiovisual inventories.
- Ensures that assigned unprocessed collections are completed and available for public use in a timely manner. And maintains flexibility and awareness of changes in department by assuming other duties as assigned.

## Certificate Of Completion

Envelope Id: A5A60ECF-EDE6-4F9F-97F7-F00C96DE94E5

Status: Completed

Subject: Complete with Docusign: Public Library Special Collections Grant 25 Ready.pdf

Source Envelope:

Document Pages: 8

Signatures: 6

Envelope Originator:

Certificate Pages: 15

Initials: 1

Juanita Paulson

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

Juanita.Paulsen@nashville.gov

IP Address: 170.190.198.185

## Record Tracking

Status: Original

Holder: Juanita Paulson

Location: DocuSign

3/12/2025 11:33:15 AM

Juanita.Paulsen@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and Davidson County

Location: Docusign

## Signer Events

### Signature

### Timestamp

Alla Cross

Alla.Cross@nashville.gov

Security Level: Email, Account Authentication (None)

Sent: 3/12/2025 11:37:59 AM

Viewed: 3/12/2025 4:30:00 PM

Signed: 3/12/2025 4:30:44 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Accepted: 3/12/2025 4:30:40 PM

ID: 06c6412a-3166-48f2-8770-b709f09e6f64

Aaron Pratt

Aaron.Pratt@nashville.gov

Security Level: Email, Account Authentication (None)

Sent: 3/12/2025 4:30:45 PM

Viewed: 3/13/2025 7:27:09 AM

Signed: 3/13/2025 7:27:13 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Accepted: 3/13/2025 7:27:09 AM

ID: 37fe995a-65ad-4600-9fed-977b46ace9a4

Jenneen Reed/mjw

MaryJo.Wiggins@nashville.gov

Security Level: Email, Account Authentication (None)

Sent: 3/13/2025 7:27:15 AM

Viewed: 3/13/2025 10:41:38 AM

Signed: 3/13/2025 10:43:08 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.100

### Electronic Record and Signature Disclosure:

Accepted: 3/13/2025 10:41:38 AM

ID: 42b10819-4d6b-4be5-a09d-bcb7a3e1e1e0

Courtney Mohan

Courtney.Mohan@nashville.gov

Security Level: Email, Account Authentication (None)

Sent: 3/13/2025 10:43:10 AM

Viewed: 3/13/2025 12:41:37 PM

Signed: 3/13/2025 1:02:33 PM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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Accepted: 3/13/2025 12:41:37 PM  
ID: 1fe14681-2ff6-47c4-a598-33adf227811d

Balogun Cobb  
balogun.cobb@nashville.gov  
Insurance Division Manager  
Security Level: Email, Account Authentication (None)

*Balogun Cobb*

Signature Adoption: Pre-selected Style  
Using IP Address: 107.119.65.67  
Signed using mobile

Sent: 3/13/2025 1:02:35 PM  
Viewed: 3/13/2025 1:11:16 PM  
Signed: 3/13/2025 1:11:24 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/13/2025 1:11:16 PM  
ID: 75efd9ca-8f12-455c-be90-ef0097597cce

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Danielle Godin  
Danielle.Godin@nashville.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 3/13/2025 1:11:26 PM  
Viewed: 3/13/2025 1:42:03 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Sally Palmer  
sally.palmer@nashville.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 3/13/2025 1:11:26 PM  
Viewed: 3/13/2025 1:17:46 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/13/2025 8:06:58 AM  
ID: 4f12e240-c4f4-484a-a860-e4672af73c8a

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/12/2025 11:37:59 AM
Certified Delivered	Security Checked	3/13/2025 1:11:16 PM
Signing Complete	Security Checked	3/13/2025 1:11:24 PM
Completed	Security Checked	3/13/2025 1:11:26 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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