



March 14, 2011

Mr. Jeff Milkes  
Portland Parks and Recreation  
1120 SW Fifth Avenue #1302  
Portland, OR 97204

Dear Mr. Milkes,

Thank you for applying for additional funding through the National Recreation and Park Association's Serving Communities – Healthy Meals for Children grant. I am pleased to inform you that Portland Parks and Recreation has been selected to receive additional grant funding in the amount of \$10,000 to support your agency's child nutrition program(s). Congratulations – we look forward to continuing to work with you to ensure as many children as possible receive nutritious meals and healthy enrichment activity during out-of-school times.

The grant agreement period is March 11, 2011 to June 1, 2012. During this period, your agency is expected to:

- Submit a brief plan and budget outline for how the grant funding will be utilized (required before funds are distributed).
- Direct grant funds to increasing participation in your child nutrition program.
- Submit quarterly progress reports using the online reporting tool provided by NRPA.
- Share success stories, photos, quotes, local media and other outreach information highlighting the impact of this grant.
- Increase nutritional education and physical activity programming sessions by one or more at each feeding site.
- Establish a coalition of local stakeholders and community partners (e.g., school district, food bank, community leaders, farmers, businesses, etc) to assist in support of your child nutrition program. NRPA will send to you the *Step Up To Health* tool kit to aid in this effort.
- Participate in mandatory conference calls (approximately 3-4) with NRPA and other grantees.
- If not already completed, host a half-day site visit by NRPA staff, including local stakeholders.



- Participate in local media or public relations efforts to highlight your department's child nutrition program.
- If requested, agree to assist in hosting a media event in coordination with NRPA and the Walmart Foundation. Responsibilities might include media outreach, site selection, staffing, event planning, and related logistics.

Please acknowledge agreement to these terms by signature of the department director or other appropriate authority. Upon receipt of this signed form, a check will be issued.

Signature

Printed Name

Title

APPROVED AS TO FORM

  
CITY ATTORNEY

Recreation

Once signed, please scan and e-mail this to Jimmy O'Connor, Senior Manager of Corporate Grants, at [joconnor@nrpa.org](mailto:joconnor@nrpa.org). Please do not hesitate to contact Jimmy directly at (703) 858-2177 should you have any questions.

Sincerely,

Sieglinde Friedman  
Chief, Business Development