

- 7) Capital Campaign recipients will be required to provide annual updates on the progress of their capital campaign effort. Additionally, this update should include information on all sources of funding for the Capital Campaign.
- 8) If you plan to send your own release and/or feature the grant in a publication, please forward an electronic version of the news release, print or visual collateral to your regional TD Bank Community Relations Manager to review prior to production or use. Your regional TD Bank Community Relations Manager will respond with comments and/or approvals within your release, print and productions deadlines.

The negotiation and deposit of the grant check will be considered as acceptance of the terms and conditions as outlined above.

To maintain our records and files, after having read and reviewed this letter, please return a copy signed by an authorized officer of the receiving organization to the TD Charitable Foundation in the accompanying postage paid envelope.

Sincerely,



Michael L. Rayder, Jr.  
Manager  
TD Charitable Foundation

On behalf of Leesburg Housing and Economic Development, I understand and agree to the terms and conditions of the Foundation's grant, and hereby certify my authority to execute this agreement on behalf of Leesburg Housing and Economic Development.

**Signature:** \_\_\_\_\_  
**Name:** Sanna Henderson  
**Title:** Mayor  
**Date:** \_\_\_\_\_

TD Charitable Foundation  
One Portland Square  
P.O. Box 9540  
Portland, ME 04112-9540  
[www.tdbank.com](http://www.tdbank.com)

May 23, 2012

Mr. Kenneth L. Thomas  
Director of housing and economic development  
Leesburg Housing and Economic Development  
600 Market Street  
Leesburg, FL 34748

Dear Mr. Thomas:

At the May 18, 2012 meeting of the TD Charitable Foundation Grants Committee, a grant was approved in the amount of \$1,000 to your organization. Funding from this grant will be used to support your organization's programs as detailed in the grant application submitted to TD Bank's Community Relations office.

This grant has been made through the TD Charitable Foundation and is subject to the following terms and conditions:

- 1) The recipient of the grant must be tax exempt under section 501c(3) of the Internal Revenue Code (and must notify the TD Charitable Foundation of any changes in this status). With very limited exceptions, as outlined in the IRC, the recipients may not be a private foundation.
- 2) The recipient of this grant will utilize proceeds only for charitable or educational activities consistent with its tax-exempt status. Funds received may not be used to intervene in any election or to support/oppose political candidates for voter registration, or lobbying purposes as outlined by the applicable IRS code.
- 3) The recipient of this grant will promptly provide any additional information, reports and documents that the TD Charitable Foundation might request.
- 4) The recipient of this grant may not transfer this general support grant to any other entity or person, and the recipient assumes responsibility for the disposition of these funds in compliance with the grant agreements terms and conditions.
- 5) This grant is to be only used for the purposes detailed in the grantee's funding proposal and correspondence and the recipient affirms that the project's budget accurately reflects the present intentions of the program or project outlined in the grant application.
- 6) First time recipients of multi-year grants will be required to provide an annual update on the progress of the programs funded through the TD Charitable Foundation Grant in order to receive subsequent grant payments.



# Charitable Foundation

## 2012 Grantee Checklist

- ACKNOWLEDGMENT LETTER:** Sign the enclosed grant acknowledgement letter and return a copy signed by an authorized officer of the receiving organization to the TD Charitable Foundation in the accompanying postage paid envelope.
- LOGO:** Requests for the TD Charitable Foundation logo can be sent to your Community Relations Manager (*below*). Please include the required logo specifications.
- ACKNOWLEDGMENT:** The following are guidelines concerning the correct usage of the TD Charitable Foundation's name:

*Proper Use:*

- TD Charitable Foundation
- TD Bank, through the TD Charitable Foundation

*Incorrect Uses:*

- TD Bank
- TD Bank Foundation
- TD Bank Charitable Foundation
- TD Foundation
- Sponsored by TD ...

If you are unsure about how to use the Foundation's name in your materials, please contact your Community Relations Manager.

- PRESS RELEASES AND OTHER PUBLICITY:** Your Community Relations Manager and Media Relations Contact are your primary contacts for news releases and other publicity. Please send all press releases, newsletter articles, etc. to your Community Relations Manager and Media Relations Contact for review prior to distribution. If your organization plans to pursue additional publicity opportunities, please coordinate these with your Community Relations Manager and Media Relations Contact.

### Community Relations Contacts

**Maine, New Hampshire, Vermont, Upstate**

**New York**

Jennifer Gabriel  
1441 Main Street  
Springfield, Massachusetts 01103  
413-748-8423  
[jennifer.gabriel@td.com](mailto:jennifer.gabriel@td.com)

**Massachusetts, Connecticut, Rhode Island**

Jennifer Gabriel  
1441 Main Street  
Springfield, Massachusetts 01103  
413-748-8423  
[jennifer.gabriel@td.com](mailto:jennifer.gabriel@td.com)

**New York**

Eboni Gates  
317 Madison Avenue  
New York, New York 10017  
212-651-6109  
[eboni.gates@td.com](mailto:eboni.gates@td.com)

**New Jersey, Pennsylvania, Delaware**

Renee Rattigan  
1701 Route 70 East  
Cherry Hill, New Jersey 08034  
856-874-2469  
[renee.rattigan@td.com](mailto:renee.rattigan@td.com)

**District of Columbia, Virginia, Maryland**

Donna Grigsby  
1515 15<sup>th</sup> Street NW

**Washington, DC 20005**

202-939-0518  
[donna.grigsby@td.com](mailto:donna.grigsby@td.com)

**North Carolina, South Carolina**

Michael Lentz  
401 South Sterling Street  
Morganton, NC 28655  
828-443-7653  
[michael.lentz@td.com](mailto:michael.lentz@td.com)

**Northern Florida**

Janice Connor  
3783 Palm Valley Road  
South Ponte Vedra, Florida 32082  
904-273-1759  
[janice.connor@td.com](mailto:janice.connor@td.com)

**Southern Florida**

Mike Smith  
6098 North Highway 98  
Lakeland, Florida 33805  
863-815-4710  
[mike.smith@td.com](mailto:mike.smith@td.com)

**Media Relations Contact:**

Eric Springer  
9000 Atrium Way  
Mount Laurel, NJ 08054  
856-470-3898  
[eric.springer@td.com](mailto:eric.springer@td.com)

**TD CHARITABLE FOUNDATION**

ONE PORTLAND SQUARE  
P.O. BOX 9540  
PORTLAND, ME 04112



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11210

5/23/2012

PAY TO THE ORDER OF Leesburg Housing and Economic Development

\$ \*\*1,000.00

One Thousand and 00/100\*\*\*\*\*

DOLLARS  
Security features  
Details on back.

Leesburg Housing and Economic Development  
600 Market Street  
Leesburg, FL 34748

MEMO

⑈011210⑈ ⑆211274450⑆ 024080252⑈

*[Handwritten Signature]*

AUTHORIZED SIGNATURE

MP

11210

TD CHARITABLE FOUNDATION

Leesburg Housing and Economic Development

5/23/2012

1,000.00

Checking Acct at TD

1,000.00