

# Dane County Contract Cover Sheet

Revised 01/2024

Res 351  
significant

Dept./Division	Henry Vilas Zoo		
Vendor Name	Woodland Park Zoo	MUNIS #	32032
Brief Contract Title/Description	The grant funds will support a full-time Education Coordinator, hands-on conservation activities, interactive exhibit displays, and storytelling training. Additionally, they will help develop a replicable toolkit and foster community partnerships to enhance empathy-driven conservation education.		
Contract Term	March 1st 2025 - October 31 2027		
Contract Amount	\$300,000		

Contract # Admin will assign	15765
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Jess Thompson	Name	Michele Kahrs
Phone #	608-709-9215	Phone #	310-936-1664
Email	thompson.jess@henryvilas zoo.gov	Email	michele.kahrs@zoo.org
Purchasing Officer	Pete Patten		

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)		
	<input type="checkbox"/> Between \$13,000 – \$44,000 (\$0 – \$25,000 Public Works) (3 quotes required)		
	<input type="checkbox"/> Over \$44,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #	
	<input type="checkbox"/> Bid Waiver – \$44,000 or under (\$25,000 or under Public Works)		
	<input type="checkbox"/> Bid Waiver – Over \$44,000 (N/A to Public Works)		
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		


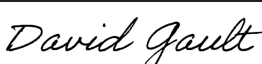
MUNIS Req.	Req #	Org:	Obj:	Proj:	\$
	Year	Org:	Obj:	Proj:	\$
		Org:	Obj:	Proj:	\$

Budget Amendment	
<input checked="" type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	<input type="checkbox"/> Contract does not exceed \$100,000		
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.	Res #	351
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year	2025

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input checked="" type="checkbox"/> Modifications and reviewed by: Dave Gault	<input type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Darcangelo, Joseph	Digitally signed by Darcangelo, Joseph Date: 2025.03.17 10:12:16 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 3/17/25	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Tuesday, March 18, 2025 9:53 AM  
**To:** Hicklin, Charles; Patten (Purchasing), Peter; Gault, David; Cotillier, Joshua  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #15765  
**Attachments:** 15765.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 3/18/2025 3:03 PM	Approve: 3/18/2025 3:03 PM
	Patten (Purchasing), Peter		Approve: 3/18/2025 12:34 PM
	Gault, David	Read: 3/18/2025 1:28 PM	Approve: 3/18/2025 1:32 PM
	Cotillier, Joshua		Approve: 3/18/2025 2:46 PM
	Stavn, Stephanie	Read: 3/18/2025 11:02 AM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15765  
Department: Zoo  
Vendor: Woodland Park Zoo  
Contract Description: Grant funding to support Education Coordinator (Res 351)  
Contract Term: 3/1/25 – 10/31/27  
Contract Amount: \$300,000.00

Thanks much,  
Michelle

*Michelle Goldade*

Administrative Manager  
Dane County Department of Administration  
Room 425, City-County Building  
210 Martin Luther King, Jr. Boulevard  
Madison, WI 53703  
PH: 608/266-4941  
Fax: 608/266-4425  
TDD: Call WI Relay 711

Please note: I am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

**ACCEPTANCE OF A GRANT COMMUNITY ENGAGEMENT THROUGH CONSERVATION ACTION AND STORYTELLING IN A MODULAR EXHIBIT SPACE AT HENRY VILAS ZOO**

The Henry Vilas Zoo has secured a Conservation Education grant for a 2.5 year project in the amount of \$300,000 from Woodland Park Zoo as part of the Advancing Empathy Grant Program. The funds from this grant will be used to support the development and implementation of empathy-driven conservation initiatives at the Henry Vilas Zoo. This includes hiring a full-time bi-lingual Education Coordinator to lead community engagement efforts, organizing hands-on conservation activities, and developing interactive exhibit displays that showcase real-world conservation impacts. Funding will also cover the creation of a replicable toolkit for other zoos and aquariums, storytelling training for staff and volunteers, and partnerships with local artists and community groups to ensure inclusive representation. These efforts will help deepen visitor connections to wildlife, inspire conservation action, and create a sustainable model for empathy-based education.

**NOW, THEREFORE, BE IT RESOLVED** that the Dane County Board of Supervisors and the Dane County Executive hereby accept the grant in the amount of \$300,000 from Woodland Park Zoo,

**BE IT FURTHER RESOLVED** that the Dane County Board does hereby support and authorize the creation of a 1.0 FTE Education Coordinator - Bilingual project position (P-9) effective July 1, 2025.

**BE IT FINALLY RESOLVED** that the revenue increase be credited to the ZOO (New Line) Storytelling Grant Revenue account and transferred from this account to the following expenditure accounts. All unexpended funds and unrecognized revenues from these accounts shall be carried forward through the 2027 budget period:

ZOO	(New Line)	Storytelling Grant Expense	\$54,700
ZOO	10009	Salaries and Wages	\$38,200
ZOO	10099	Retirement Fund	\$2,700
ZOO	10108	Social Security	\$2,900
ZOO	10117	Health	\$15,100
ZOO	10153	Dental	\$900
ZOO	10171	Disability	\$100
ZOO	10250	Salary Savings	\$800



## Advancing Empathy Grant Agreement

### Grant Program Terms and Conditions

This is a Grant Agreement ("Agreement"), dated as of February 7, 2025, between Woodland Park Zoological Society ("WPZ"), a Washington nonprofit corporation, and Henry Vilas Zoo, ("Grantee"), a Wisconsin government agency.

### Background

WPZ is party to a grant agreement with Henry Vilas Zoo and seeks to contract with Grantee to provide the "Project Plan" as documented in the **grant proposal submitted online** in WPZ's grant portal (located at <https://woodland-park-zoo.wizehive.app/program/wpz-advancing-empathy-grants>) in December 2024. WPZ and Grantee must follow the applicable "Grantee Expectations" attached in **Attachment A**. WPZ will disburse funds to Grantee for the work ("Project") as described in the Project Plan. This Agreement sets out the basis for WPZ and Grantee's work on the Project and WPZ's payments for such Project work.

Grantee:	Henry Vilas Zoo
Project Leads:	Courtney Cordova, Education Specialist <a href="mailto:cordova.courtney@henryvilaszoo.gov">cordova.courtney@henryvilaszoo.gov</a>  Jess Thompson, Conservation Education Curator <a href="mailto:thompson.Jess@henryvilaszoo.gov">thompson.Jess@henryvilaszoo.gov</a>
Grant Amount:	\$300,000
Project:	Community Engagement through Conservation Action and Storytelling in a Modular Exhibit Space
Purpose:	<i>This project empowers staff, volunteers, and community members to participate in meaningful conservation actions and share their experiences through impactful storytelling. By creating opportunities for hands-on engagement, the project fosters empathy for wildlife while building stronger connections with over excluded communities. The initiative includes the development of a modular exhibit that transforms unused spaces into dynamic storytelling hubs, showcasing the collective impact of conservation efforts. Through these actions, the project creates a replicable model for other ACE Network organizations, ensuring long-term impact and sustainability</i>

### WPZ and Grantee agree as follows:

1. **Term.** The term of this Agreement shall begin on date of last signature below and shall expire October 31, 2027.

2. **Period of Performance.** The Period for Performance for this Grant commences on March 1, 2025 and ends on August 31, 2027. The Grantee shall complete all Services within the Period of Performance as detailed in the Project Plan.
3. **Payment of Grant Funds.** The grant's funds will be paid by WPZ following receipt of signed grant agreement. This grant will be paid in installments: within four weeks of a fully signed grant agreement and within four weeks of each interim report.
4. **Use of Funds.** Grantee will use Funds solely as described in the Project Plan. The only acceptable uses for the Funds are charitable, educational, or scientific uses as described in Section 170(c)(2)(B) of the United States Internal Revenue Code of 1986, as amended. Grant funds may not be expended, loaned, pledged, or transferred for reasons other than carrying out the Project. Grantee will not use Funds or any income earned from investment of Funds to influence any election, to engage in any political or other activity that is prohibited by Internal Revenue Code Section 501(c)(3), or to support any person or organization engaged in terrorist activity, or on discretionary items (e.g. first-class or business-class travel, entertainment, alcoholic beverages, etc.). Unless otherwise agreed to by WPZ in advance and in writing, the Grantee shall not use funds for other purposes or projects unless WPZ explicitly approves those purposes in writing in advance of planned use.

Any transfers within lines of the attached budget in excess of 5% of the total grant amount will require written email approval by WPZ grantmaking staff **at least two weeks in advance of planned expenditures.**

In addition,

- a. Expenses charged against this grant may not be incurred prior to the effective date of the grant or after the termination date and may be incurred only as necessary to carry out the purposes and activities of the approved grant application.
  - b. The Grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
  - c. If grant funds have not been completely expended at the end of the grant term, the Grantee agrees to provide a statement of the balance and a suggested plan for the remainder of the funds for the WPZ's review. If the plan is not approved, the Grantee agrees to repay all remaining unspent funds to WPZ.
5. **Reporting and Deliverables.** Grantee will provide such reports and documents as specified in the Attachment A or as WPZ may otherwise request in connection with Project execution and compliance with the Grant Terms and Conditions. Grantee acknowledges that the WPZ is relying on services and/or information provided by the Grantee for purposes of complying with the Advancing Empathy for Wildlife Phase Two Terms and Conditions and for other matters relating to the Project.
  6. **Project Activities.** Grantee will carry out the Project or provide services in accordance with this Agreement, the Grant Terms and Conditions, and applicable law.
  7. **Change in Project Objectives.** Project Objectives are the goals expected to be achieved during the grant term. Any changes to the Project Objectives (as described in the Project Plan) or changes of similar significance to the Project during the grant term will require written email approval at least two weeks in advance of changes by WPZ grantmaking staff. In evaluating the request, WPZ may request additional materials and documentation to determine approval or the requested changes may require a modification to this Agreement.
  8. **Adverse Developments.** Grantee must notify WPZ **within two weeks** if it experiences (a) any changes in its senior management team or key personnel responsible for carrying out the Project; (b) loss of other funding, the filing of any litigation, or any other development that has, or could have, a materially adverse effect on Grantee's financial condition, or otherwise materially affect its ability to

carry out the Project or its other obligations under this Agreement; or (c) any material changes in Project design or implementation. WPZ will notify Grantee of any similar changes as listed above.

- 9. Participation in WPZ-hosted activities and events.** Grantee agrees to participate in WPZ hosted calls or meetings to be held throughout the grant term. As described in Attachment A, Grantee agrees to share learnings and effective practices with peers, and participate, if requested, in surveys, interviews, and evaluation activities conducted by a representative or contractor of WPZ.
- 10. Recordkeeping.** Grantee will maintain records relating to its Project responsibilities as contemplated by the Project Plan and in a manner such that WPZ can evaluate Grantee's compliance with this Agreement and the Grant Terms and Conditions. Grantee will make those records available for review by WPZ on reasonable notice during the term of this Agreement and for a period of three (3) years after its termination. Grantee will reasonably cooperate with WPZ in providing information in connection with any funder, financial or tax audit, or similar matter, in which WPZ is engaged.
- 11. Grant Monitoring Rights.** The Grantee shall cooperate with WPZ and provide such access as is reasonably necessary for WPZ to carry out grant monitoring activities.

WPZ may:

- Make site visits to monitor the progress of the Grantee financed by the grant.
  - Discuss the Grantee, its implementation, and finances with representatives assigned by the Grantee.
  - Review records and other materials, including financial records, connected with the Grantee up to three years after the completion of the Grantee.
- 12. Publicity.** Grantee agrees that WPZ may disclose information about Grantee's Project and organization and use the name and logo of the Grantee in WPZ's public communications (including press releases), advertising and marketing materials, reports, website and other materials, for promotional or other purposes without further permission or compensation. Upon request by WPZ, the Grantee agrees to provide reasonable assistance to WPZ to obtain signed publicity waivers from your employees, volunteers, and other persons associated with Grantee (for example, for use of photos or video taken by WPZ in connection with the Grant or your Project). When sharing about this project, please include the following language: This program was supported by a grant from Woodland Park Zoo's Advancing Empathy Grant Program. The grant program is made possible by funding from a private foundation.
- 13. Public Access.** Grantee, upon request, agrees to deliver to WPZ a copy of any and all work product, results, reports, publications, photographs, evaluation tools, de-identified data and other materials created or developed through the Project (collectively, the "Materials"). As used in this Agreement, the term "Materials" includes any blog posts, text, images, videos, sound recordings, and other content Grantee uploads to a WPZ website or otherwise delivers to WPZ. Further, Grantee agrees to deliver to WPZ a copy of any third-party reports, articles, or other publications regarding the Project funded by this grant that are available to the public and, upon request, provide reasonable assistance to WPZ to obtain rights to reproduce and distribute such publications. Upon request, WPZ may provide a copy of the Materials and any third-party reports, articles, or other publications regarding the Project funded by this grant to the private foundation that funds the Advancing Empathy grant program.
- 14. Responsibility for Actions.** Grantee will have sole responsibility for planning and carrying out activities. Grantee will have sole responsibilities for hiring, monitoring, and paying any employees, and for its contracts or of any of its other obligations. Grantee acknowledges that conduct of the Grantee and its agents, if any, and any other legal obligations of Grantee are the sole responsibility of the Grantee.

- 15. Nondisclosure; Ownership of Results** To the extent allowed by law Grantee and WPZ will use the other's Confidential Information (as defined below) only in connection with activities under this Agreement and will keep it confidential, using at least the same degree of care each uses to prevent the unauthorized use or disclosure of its own confidential information, while complying with Wisconsin Public Records request or disclosure as required by judicial process. "Confidential Information" means all information, in any form, relating to one party and furnished to or obtained by the other under this Agreement including, without limitation, employee and client data, personal health or financial data, budget and other financial data, information about funding, product plans and strategies, technical data and research, and know-how. It does not include information which: (a) is or becomes generally available to the public other than as a result of a disclosure by the receiving party; (b) was known by the receiving party prior to its being furnished by the disclosing party; (c) is or becomes available to the receiving party on a non-confidential basis from a source other than the disclosing party; or (d) is independently developed by the receiving party. All Confidential Information furnished under this Agreement is and will remain the property of the disclosing party.

Grantee and WPZ intend that all materials, information, inventions, designs, processes, results, works of authorship, and other items accumulated, authored, made, conceived, developed or first reduced to practice by Grantee in the performance of the Project (collectively the "Results") together with all proprietary rights associated with ownership of such items shall be deemed to be the property of both Grantee and WPZ. Grantee agrees that if Grantee in any way or manner publishes, shares, advertises, discloses, uses, transfers or sells the Results (any such action a "Result Publication"), Grantee shall as a part of such Result Publication also disclose in writing to the recipient(s) of the Result Publication that WPZ was involved in the Project and the Results. Such disclosure shall be made reasonably and in good faith. For purposes of clarity, the parties hereto intend that all individuals and third parties who may through Grantee become aware of or have access to the Results also understand WPZ's role in the Project.

- 16. Indemnity.** Grantee assumes full responsibility for the quality and content of its products and performance of Grantee's labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Agreement. Grantee hereby agrees to indemnify, defend and hold harmless WPZ, the City of Seattle, and their respective agents and employees, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with Grantee's performance of the Work under this Agreement.

The foregoing indemnity is specifically and expressly intended to constitute a waiver of Grantee's immunity under Washington's Industrial Insurance Act, RCW Title 51, to the extent necessary to provide WPZ with a full and complete indemnity from claims made by Grantee and its employees, to the extent provided herein. This Section 14 is not intended to require Grantee to indemnify WPZ with respect to any claim to the extent that it was caused by the negligence or willful misconduct of WPZ. With respect to all or any portion of the foregoing obligation that may be held to be within the purview of RCW 4.24.115, such obligation shall apply only to the maximum extent permitted by RCW 4.24.115. Grantee and WPZ agree that the indemnities set forth in this Section 14 shall survive and shall be enforceable beyond the termination or completion of this Agreement.

- 17. Maintaining AZA accreditation.** Grantee is expected to maintain their accreditation with the Association of Zoos and Aquariums (AZA) and adhere to its compliance requirements. If there is any change in Grantee's standing with AZA accreditation, Grantee is required to notify WPZ as soon as possible.
- 18. Behavior toward Animals.** The Grantee shall behave humanely toward animals they encounter in their research and/or conservation actions. WPZ may evaluate the Grantee in this animal welfare regard. WPZ expects the Grantee's work to be consistent with this excerpt from the Animal Behavior Society's Guidelines for the Use of Animals in Research:

"Observation of free-living animals in their natural habitats may involve disruption, particularly if feeding, capture, or marking is involved. While field studies further scientific knowledge and advance an awareness of human responsibility towards animal life, investigators should always weigh any potential gain in knowledge against the adverse consequences of disruption for the animals used as subjects and also for other animals and plants in the ecosystem."

- 19. Termination.** This Agreement may be terminated upon the occurrence of any one of the following events:
  - a. Grantee uses the Funds for any purpose other than as stated in the Project Plan;
  - b. Grantee makes any misrepresentation in any report or other document delivered or statement made to WPZ;
  - c. Grantor terminates agreement with WPZ;
  - d. Adverse Developments lead WPZ to believe the Grantee will be unable to perform the Project Plan satisfactorily;
  - e. Upon either party giving 30 days prior written notice to the other.
- 20. Termination Effects.** Grantee, upon WPZ's request, will repay to WPZ any unused portion of any Funds advanced within thirty (30) days after the effective date of termination. In addition, WPZ and Grantee will each, upon the request of the other, return or destroy the other's Confidential Information in its possession. WPZ and Grantee will cooperate in transition activities and will use reasonable efforts to minimize interruption and any adverse impacts of the termination. Sections 6, 10, 14, 15, and 16 will survive the expiration or termination of this Agreement.
- 21. Grant Extension.** A no-cost extension to extend the grant term beyond the stated end date is not guaranteed and may only be granted in extenuating circumstances. Requests must be approved by WPZ. Grantees must submit a written request to WPZ **at least 30 days before the grant term's end date**. In evaluating the request, WPZ may request additional materials and documentation to determine approval.
- 22. Compliance.** Grantee shall comply with all applicable laws, ordinances, rules, regulations and other requirements now or hereafter in effect of any governmental authority having jurisdiction and any terms and conditions set forth in the applicable work order in Grantee's performance of the Work. Grantee shall maintain all necessary licenses, permits and certifications that are required to perform the Work. Upon request, Grantee shall furnish WPZ with written progress reports regarding the status of the Work then being performed and access to results of such Work. Grantee shall not delegate performance of the Work to any other person (unless specified in the Project Plan) without WPZ's prior written consent.
- 23. Force Majeure.** If either party is prevented, delayed or stopped from performing its obligations under this Agreement due to strikes, lockouts, labor disputes, acts of God, acts of war, terrorist acts, inability to obtain services, labor, or materials or reasonable substitutes therefor, governmental actions, civil commotions, epidemic or pandemic, public health emergency, fire or other casualty, and/or other causes beyond the reasonable control of the party obligated to perform, ("Force Majeure"), notwithstanding anything to the contrary contained in this Agreement, such event of Force Majeure shall excuse the performance of such party for the period of any such prevention, delay or stoppage. In no event shall WPZ have any liability to Grantee for any damages, costs or losses that Grantee may suffer or incur due to any event of Force Majeure or the effect that the same may have on this Agreement. If WPZ determines, in its sole discretion, that an event of Force Majeure frustrates the purpose of this Agreement or causes excess costs or delays that are not acceptable to WPZ, WPZ may terminate this Agreement upon written notice to Grantee without any liability to Grantee.
- 24. Assignment.** Grantee shall not assign all or any part of this Agreement or any work order, by operation of law or otherwise, or subcontract any portion of the Work, without the prior written consent of the WPZ unless outlined in the Project Plan. This Agreement is binding upon Grantee and its heirs,



successors, assigns, and personal representatives and inures to the benefit of and is enforceable by the WPZ and its successors and assigns.

**25. Severability.** The invalidity or illegality of any provision of this Agreement shall not affect the validity of the remainder of this Agreement.

**26. Entire Agreement.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements or undertakings, whether oral or written. This Agreement may be modified only by a written instrument signed by both parties.

**27. Waiver.** No waiver of any breach of any provision of the Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

**28. Amendments and Modifications.** This agreement may not be amended, supplemented, or modified in any respect except by the written agreement of both WPZ and the Grantee, duly signed by them or their respective authorized representatives.

**29. Governing Law.** This agreement shall be interpreted, construed and enforced in all respects in accordance with the laws of the State of Washington without reference to its choice of law rules. Grantee hereby consents to any disputes relating to this Agreement being resolved by a court of appropriate jurisdiction in King County, Washington.

**30. Notices.** Unless stated otherwise in this Agreement, all notices, authorizations, and requests in connection with this Agreement shall be deemed given: (i) on the day they are deposited in the U.S. mails, postage prepaid, certified or registered, return receipt requested; or (ii) on the day they are sent by air express courier/overnight carrier, charges prepaid; and addressed as follows (or to such other address as the party to receive the notice or request so designates by written notice to the other):

Woodland Park Zoo

DocuSigned by:

*Alejandro Grajal*

4CEE86E74A724DF...

Alejandro Grajal, Ph.D.

President & CEO

Date: 3/6/2025 | 1:47 PM PST

The undersigned certify that they are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this subgrant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

Accepted by:  
**GRANTEE (PRIMARY PROJECT CONTACT)**

By (signature):   
B3EB3C871B2F41E...

Date: 3/11/2025 | 9:55 AM PDT

Name (print): Courtney Cordova

Title: Education Coordinator

Accepted by:  
**GRANTEE AUTHORIZED OFFICIAL (EXECUTIVE DIRECTOR, CEO OR PRESIDENT)**

By (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): Melissa Agaard

Title: Dane County Executive

**Mailing address for grant payments:**

702 S Randall Ave  
Madison, Wisconsin 53715

***Please complete all signatures and input required information into DocuSign, which you will receive via email. You will then be able to download the final signed copy for your records and reference.***



## Attachment A – Grantee Expectations Tier 1

### Advancing Empathy Grant Agreement

Grantee will be expected to engage at a minimum as follows (all specific dates within timeframe below to be mutually agreed upon between Woodland Park Zoo (WPZ) and Grantee):

- **First 60 days of grant period:** Kick-off call with Grants Specialist and Evaluation Specialist.
- **First 90 days of grant period:** Completion of Evaluation Planning Template (to be provided by WPZ in advance of kick-off call).
- **Ongoing:** Participate in quarterly cohort-style learning sessions (approx. 5 hours per quarter).
- **August 2025:** Six-month check-in call or email with WPZ Grants Specialist.
- **January 31, 2026:** Interim narrative report and budget-to-actual spending report for activities through November 30, 2025, submitted via the grant portal. Report format and questions will be available by September 30, 2025.
- **January 31, 2027:** Interim narrative report and budget-to-actual spending report for activities through November 30, 2026, submitted via the grant portal. Report format and questions will be available by September 30, 2026.
- **October 31, 2027:** Final narrative report and budget-to-actual spending report for entire grant period submitted via the grant portal. Report format and questions will be available by June 30, 2027.
- **Q4 2027:** Deliver a brief presentation about the project in a webinar to the ACE for Wildlife Network for shared peer learning, including making any translatable tools, templates, or deliverables ready to share in the network's online repository.
- **As Proposed:** Implement any additional presentations, workshops, or knowledge-sharing activities outlined in the Learning and Sharing section of your grant proposal.

When sharing about this project, please include the following language: This project was supported by a grant from Woodland Park Zoo's Advancing Empathy Grant Program. The grant program is made possible by funding from a private foundation.

Grantee is encouraged to communicate **early and often** about their project and any challenges or questions they encounter as their project progresses. The Woodland Park Zoo grantmaking team is committed to supporting the Grantee throughout the entire process and welcomes communication from the Grantee at any point in the grant period, not only those outlined in this contract. WPZ plans to send staff to visit the Grantee and see projects onsite. WPZ will notify the Grantee at least 30 days in advance and work with them to identify a convenient/appropriate time for a one-to-two-day visit.

**For questions or additional information, contact the Grants Specialist at [empathygrants@zoo.org](mailto:empathygrants@zoo.org).**