

Dane County Contract Cover Sheet

Revised 01/2026

Res 353

Dept./Division	Henry Vilas Zoo		
Vendor Name	Madison Community Foundation	MUNIS #	10377
Brief Contract Title/Description	Grant awarded through the MCF by Shirley Kubly Family.		
Contract Term	2026		
Contract Amount	\$90,000.00		

Contract # Admin will assign	16154
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 type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Joseph Darcangelo	Name	Angela R. Davis
Phone #	608-225-1294	Phone #	608-446-5931
Email	Darcangelo.Joseph@Henryvilaszoo.org	Email	adavis@madisongives.org
Purchasing Officer	PPatten		

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,000 – \$46,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$46,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$46,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$46,000 (N/A to Public Works)	
	<input type="checkbox"/> Cooperative Contract	Contract Name & #
	<input checked="" type="checkbox"/> N/A - Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org: CAPZOO	Obj: 81640	Proj:	\$ 90,000.00
	Year 2026	Org:	Obj:	Proj:	\$
		Org:	Obj:	Proj:	\$

Budget Amendment	
<input 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 checked="" type="checkbox"/> Contract does not exceed \$100,000	Res # 353
	<input type="checkbox"/> Contract exceeds \$100,000 – resolution required.	
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	

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

APPROVAL
Dept. Head / Authorized Designee


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

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 1/27/26	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Friday, February 20, 2026 12:01 PM
To: Hicklin, Charles; Patten, Peter; Gault, David; Cotillier, Joshua
Cc: Oby, Joe
Subject: Contract #16154
Attachments: 16154.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 2/23/2026 1:13 PM	Approve: 2/23/2026 1:14 PM
	Patten, Peter	Read: 2/20/2026 12:36 PM	Approve: 2/20/2026 3:52 PM
	Gault, David	Read: 2/20/2026 3:01 PM	Approve: 2/20/2026 3:06 PM
	Cotillier, Joshua	Read: 2/20/2026 1:16 PM	Approve: 2/20/2026 1:18 PM
	Oby, Joe		

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

Contract #16154
Department: Zoo
Vendor: Madison Community Foundation
Contract Description: Grant award by Shirley Kubly Family (Res 353)
Contract Term: 12/31/26
Contract Amount: \$90,000.00

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 currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

ACCEPTANCE OF A MADISON COMMUNITY FOUNDATION GRANT FOR THE GIRAFFE HABITAT
ENHANCEMENT PROJECT

The Henry Vilas Zoo has been awarded a Madison Community Foundation grant for the amount of \$90,000. These funds are made available through the Shirley Kubly Family and are to be used for the following:

- Expand high-quality, free conservation and STEM education opportunities for 700,000 annual visitors, including students from across Wisconsin and neighboring states.
- Improve animal welfare and long-term sustainability through modern habitat design and environmentally responsible infrastructure.
- Strengthen Henry Vilas Zoo’s role as a regional destination and community resource, supporting tourism, public engagement, and environmental stewardship.

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 \$90,000 from the Madison Community Foundation.

BE IT FURTHER RESOLVED that the Dane County Board does hereby authorize permanent donor naming recognition—Shirley Kubly Family—on the main pavilion of the Giraffe Barn.

BE IT FINALLY RESOLVED that the revenue increase be credited to CAPZOO 81640.



Madison Community Foundation
Henry Vilas Zoo – 2026 FOI Grant Agreement #036811

Grant Award, Contingencies/Comments

Fund Henry Vilas Zoo at \$90,000 for project: Giraffe Habitat Enhancement Project

Grant Number: #036811

This grant is assigned a number for tracking purposes. Please reference this number in all correspondence with Madison Community Foundation (MCF).

Grant Award Payment

Grant dollars committed by the MCF Board of Governors will be available for **one year from the date the grant is awarded**. The final date to request your funding for this grant is January 12, 2027. If conditions arise and you would like the awarded grant to be extended past January 12, 2027, you must provide a written explanation on letterhead explaining why you need an extension for MCF's consideration.

MCF reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in MCF's sole discretion, such action is necessary: (1) to protect the purpose and objectives of the grant or any other charitable activities of the MCF; or (2) to comply with any law or regulation applicable to the Grantee, to MCF, or this grant.

To receive the grant funds, fill out the agreement.

Send the completed form back via email to Angela Davis or Jazzmine Haygood at jhaygood@madisongives.org at your earliest convenience. Once received, MCF will initiate the grant payment. This form can also be scanned and emailed to grants@madisongives.org

Note: Requests received by the 15th of any month will be distributed at the end of the month. Requests received after the 15th will be mailed at the end of the following month.

Evaluation

All grantees are encouraged to meet at least once with a representative of MCF to discuss details of the project and its evaluation plan. These meetings should generally take place three to six months after the award date.

MCF also encourages Henry Vilas Zoo to complete a Grant Evaluation Report (see award email for Evaluation Form) within three months of the end of the project.

Final evaluation information should include updates on the following:

- 1) Expand high-quality, free conservation and STEM education opportunities for 700,000 annual visitors, including students from across Wisconsin and neighboring states.
- 2) Improve animal welfare and long-term sustainability through modern habitat design and environmentally responsible infrastructure.
- 3) Strengthen Henry Vilas Zoo's role as a regional destination and community resource, supporting tourism, public engagement, and environmental stewardship.

Evaluations should be submitted electronically to grants@madisongives.org

The Grant Evaluation Report is also available on our web site:
madisongives.org/nonprofits/nonprofit-resources

MCF Recognition and Grant Acknowledgement

MCF encourages public acknowledgement of the activities and projects it supports. Highlighting MCF's involvement by promoting the grant strengthens our ability to support our community through philanthropy.

The guidelines for crediting MCF are described below. Please review them and **check the corresponding boxes** to acknowledge your understanding of them:

- Press Release and Press Interviews:** Typically within 90 days of funding, grantees are highly encouraged to create and send a press release to announce the grant, emphasizing MCF's support for the project. Grantee should include MCF's name and logo as well as specific donor credit language where appropriate, and send a copy of the press release to MCF. Grantee should acknowledge MCF in any press interviews pertaining to the project, and contact MCF's Communications Director for quotes to include in the press release or interviews.
- Media & Communications:** Within 90 days of funding, grantee should coordinate with MCF's Communications Director to explore opportunities to co-promote the grant and its impact within our community via print, social media, and events.
- Photos:** Grantee should provide photos of its project for use in MCF presentations, the MCF annual report, on the MCF website, or in MCF social media posts. Professional photos are preferred, but high-resolution photos by nonprofessionals are acceptable. Photos should be sent in .jpg or .png format, not embedded in a document. MCF may contact you for copies of photos or to coordinate a photo shoot when needed. Please send project photos to grants@madisongives.org

MCF will provide you with electronic copies of our logo and donor credit language to use in acknowledging support. In addition, we can provide MCF signage for use at events.

If you have any questions regarding the forms of acknowledgement, please call (608) 232-1763 or send an email to grants@madisongives.org.

If you need to reach MCF's Communications Director, please call (608) 232-1763 or send an email to news@madisongives.org.

Suggestions for co-promoting your grant via print, events and social media:

- MCF logo on website with link to www.madisongives.org
- Newsletters (Hard copy & Electronic)
- Printed Collateral (brochures, mailings, etc.)
- Public Presentations
- Annual Event
 - Invite MCF to speak in relation to grant
 - Use MCF logo on event signs and in presentations
 - Mention MCF support from podium
- Social Media (*Facebook, Instagram, Twitter, LinkedIn*)



Madison Community Foundation
Henry Vilas Zoo - 2026 FOI Grant Agreement #036811

Naming Recognition

Naming and permanent donor recognition opportunities are anticipated when the grant is used to support capital construction, equipment, or endowment building. Examples include the naming of a room or space, signage with MCF's logo, etc. Donor recognition opportunities need to be discussed with, and approved by, MCF in advance. Samples of donor recognition should be submitted to grants@madisongives.org.

Please detail your plans for naming and permanent donor recognition of MCF in your new facility:

The name: Shirley Kubly Family, will appear the on main pavilion of Griaaffe Barn

No Agency, Partnership, Joint Venture, or Contractual Relationship

The relationship of the parties to this grant letter is that of grantor and grantee. Nothing in this grant letter shall constitute the naming of Henry Vilas Zoo (the grantee) as an agent or legal representative of Madison Community Foundation (the grantor) for any purpose whatsoever except as specifically and to the extent set forth in this grant letter. Grantor and grantee shall make no such representation to anyone, including in print, that misconstrues the intended relationship of the parties as solely grantor and grantee.

This grant letter shall not be deemed to create any relationship of agency, partnership, or joint venture between grantor and grantee. This grant letter does not constitute a contract between the grantor and grantee, and does not create any binding contractual obligations between the parties involved. Grantor does not expect to receive anything of value from grantee as a condition of making the grant.

Sincerely,

Madison Community Foundation

By: Angela Davis Date: 1/22/26
Angela Davis, Director of Grantmaking, Community Impact

On behalf of grantee, I understand the foregoing and hereby certify my authority to sign this letter on the grantee's behalf.

Signature: Date:

Printed Name:

Title: