



DATE: August 10, 2022

MEMO TO: Nels Leutwiler, Chair
Preservation Foundation Board

FROM: Nan Buckardt
Director of Education

RECOMMENDATION: Recommend approval of a three-year grant not to exceed \$33,000 from unrestricted funds to provide continued support for the Forest Preserves annual Volunteer Recognition event.

FINANCIAL DATA: The grant will be payable in annual installments not to exceed \$11,000 in 2023, 2024, and 2025.

As of June 30, 2022, the balance of unrestricted funds was approximately \$434,607. Liabilities from past grants totaled \$278,191, payable in these amounts through 2024:

Year	Amount
2022	\$187,941
2023	\$68,050
2024	\$22,200
Total Grants Payable from Unrestricted Funds	\$278,191

BACKGROUND: Each year, the Lake County Forest Preserves benefits from the service of hundreds of volunteers. Collectively, they donate tens of thousands of hours to help achieve the agency's goals and provide excellence in habitat restoration, educational programming and cultural activities.

Since 2014, the Preservation Foundation has provided support for an annual volunteer recognition event and thank-you gift for volunteers who contributed 20 or more hours in the previous year. The proposed multi-year grant, not exceed \$34,650, is requested to fund this event and the thank-you gift in 2023, 2024, and 2025. Approximately 180 - 200 guests are expected at the event each year, including volunteers, guests and staff.

This is a reimbursable grant, providing approximately \$5,500 for catering and \$5,500 for volunteer gifts, for a total of \$11,000 annually. Payments will be made once a year, following submission of a grant report and itemized expense listing. The Forest Preserves will be responsible for any costs above the proposed event budget in a given year.

Should the event be cancelled for any reason, grant payments in those years will not be made.

REVIEW BY OTHERS: Director of Community Engagement and Partnerships, Director of Administration, Director of Finance, Lake County Forest Preserves Executive Director, Chief Operations Officer, Preservation Foundation Executive Director

PRESERVATION FOUNDATION BOARD:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____

Voice Vote Majority Ayes: _____ Nays: _____