



# CENTER FOR TECH AND CIVIC LIFE

24A-78974

Monday, August 26, 2024

Canterbury Town, New Hampshire

Dear **Town Administrator Kenneth Folsom**,

I'm pleased to inform you that the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award the **Canterbury Town Clerk's Office** ("Grantee") a grant to support its nonpartisan work planning and operationalizing reliable and secure election administration in 2024. We based this decision on the information and materials provided in the **Canterbury Town Clerk's Office** 2024 Rural and Nonmetro Election Infrastructure Grant Proposal ("Proposal"), which is incorporated into this Agreement as an Appendix. A copy of the Proposal has been provided simultaneously with this Agreement for your records.

The following is a description of the grant:

- **Amount of Grant: \$3,500**
- **Public Purpose:** *The grant funds must be used exclusively for the public purpose of planning and operationalizing reliable and secure election administration in **Canterbury Town, New Hampshire** in 2024.*

Before CTCL transmits these grant funds, an authorized representative of the **Canterbury Town Clerk's Office** must sign this agreement ("Grant Agreement"). By signing the Grant Agreement, the **Canterbury Town Clerk's Office** agrees to comply with all United States, **New Hampshire**, and **Canterbury Town** laws and regulations, including but not limited to those relating to taxes, gifts, and private funding of elections ("Applicable Laws"), when accepting and using the grant funds. You also agree to use the funds following the terms and conditions below.

By signing this Grant Agreement, you agree and certify the following:

1. The **Canterbury Town Clerk's Office** is a U.S., state, or local government unit or political subdivision within the meaning of IRC section 170(c)(1). This grant shall be used only for the Public Purpose described above and for no other purposes.
2. The **Canterbury Town Clerk's Office** is authorized to receive this grant from CTCL, receipt of the grant does not violate any Applicable Laws, and Grantee represents that it has taken all steps, including necessary approvals, required to apply for, accept, and utilize the grant for the Public Purpose set forth above and in the Proposal.
3. Grantee has submitted a Proposal, including the intended use of grant funds and budget estimates. This Proposal is incorporated into this Agreement as an Appendix. Grantee shall commence expending this grant for the purposes identified in its Proposal upon receipt and may use the grant funds for such purposes until December 31, 2024. If Grantee needs to reallocate grant funds between the purposes identified in the Proposal, Grantee is permitted

to do so as long as they are consistent with the Public Purposes described above.

4. If Grantee uses any part of this grant to fund another organization, it will take reasonable steps to ensure that any grant funds are used consistently with the Public Purpose of this grant and all of the terms and conditions of this Grant Agreement. Grantee further agrees that the grant funds may not be used to: (1) participate in, intervene in, or carry on, directly or indirectly (including the publishing or distribution of statements), any political campaign on behalf of (or in opposition to) any candidate for public office or public referendum; (2) engage in any effort to induce or encourage violations of law or public policy; (3) cause any private inurement or improper private benefit to occur; or (4) for any purpose other than specified in the Proposal and consistent with IRC Section 170(c)(2)(B), which relates to charitable, educational, scientific, religious, or literary purposes.
5. The **Canterbury Town Clerk's Office** shall not share with CTCL, and CTCL will never ask for, non-public or confidential information about your jurisdiction's voters or voting systems.
6. Grantee shall produce a report documenting how this grant has been expended to support its proposed activities. This report shall be provided to CTCL by January 31, 2025.
7. The purpose of the Grant is to supplement the funds available to the **Canterbury Town Clerk's Office** and not to substitute for previously budgeted funds that would otherwise be provided to Grantee by **Canterbury Town, New Hampshire** but for the Grant. You represent and warrant to the best of your knowledge that **Canterbury Town, New Hampshire** does not intend to reduce the **Canterbury Town Clerk's** budget or fail to appropriate or provide previously budgeted funds to the **Canterbury Town Clerk's Office** because it has received this Grant.
8. CTCL may discontinue, modify, withhold part of, or ask for the return of all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above conditions have not been met, (b) any of the representations by Grantee are inaccurate, or (c) CTCL must do so to comply with Applicable Laws.
9. The grant term shall be July 31, 2024, through December 31, 2024, and is the period during which covered costs may be applied to this Grant.

Please indicate that you accept and agree to these terms and conditions by having an authorized representative of your election jurisdiction sign and certify below. Please return a scanned copy of the signed letter via the link in your email at your earliest convenience. If needed, you may also return it via email at [grants2024@techandcivicliflife.org](mailto:grants2024@techandcivicliflife.org).

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana Epps-Johnson  
Executive Director  
Center for Tech and Civic Life

By signing this Grant Agreement, I certify that I am authorized to bind the **Canterbury Town Clerk's Office** to the terms and conditions of the Grant Agreement and that the **Canterbury Town Clerk** shall fully comply with the Grant Agreement including all restrictions on the use of funds.

Accepted on behalf of **Canterbury Town Clerk**

**By:**

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**Title:**

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**Date:**

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**APPENDIX: Canterbury Town, New Hampshire** Election Infrastructure Grant Proposal 2024  
Submitted to the Center for Tech & Civic Life