

**Westwood Works Mini Grant Certification and Liability Release:**

By signing below, I confirm that I accept the granted funds provided through the Westwood Works Mini Grant program. I hereby certify that the information in the project application is true and accurate and that I have not misrepresented or falsified any information. I certify that I am able to act on behalf of any business, group or organization that I reference in this application. I hereby release Westwood Works staff, officers, volunteers and board of directors, without limitation, and any person involved in receiving, distributing, and reviewing my mini grant application from any and all liability, loss, or claim related to the mini-grant program.

I, the applicant, have read, understand and agree to the certification and liability release conditions outlined above.

- I agree to acknowledge Westwood Works as the lead sponsor on all promotional media for the project, including but not limited to: social media, press releases, news stories, and signage. (A copy of the logo for recognition has been provided in the Documents folder)
- I agree that myself, or a representative I name beforehand, will be in attendance at the mini grant announcement meeting that takes place late January/early February. (In early January, you will receive an email invitation to this event). I understand that I may be asked to briefly describe the project during this event and that photographs and/or video will be taken.
- I agree to document/photograph my project from start to finish and will share these documents and photos with Westwood Works. I further agree to give full rights to use photographs and other promotional material to Westwood Works for their annual report, website, social media pages, or other promotional items.
- I agree to provide Westwood Works with regular updates on the progress of my program or event to Westwood Works.
- I agree to recognize Westwood Works on any public art or permanent installations that are funded by this mini-grant.
- I agree to provide Westwood Works with a final written report, on or before December 31, 2026 that includes photographs, receipts for all items or services provided for the program and paid for with money from the mini-grant, and an accurate account of the people served by the project.
- I agree to provide a full description of how the program or event served the community.
- I agree to fulfill all requirements and implement the project as described in the application, otherwise the funds will be returned to Westwood Works.
- I understand that granted funds must be used within the calendar year 2026. Any additional unused funds will be forfeited.

Project Name:

Signature:

Date:

Printed Name:

Return a copy of this signed form to stephanie@westwoodworks.org by 12/31/2025 or put a copy in the Documents folder using your google drive link