

TV 39



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CULTURAL RESOURCES

Division of Arts, Division of Historical Resources,
Division of Libraries, Film and Television Office
Office of Curatorial Services
*American Canadian French Cultural Exchange Commission,
Administratively Attached*



Van McLeod, Commissioner

October 21, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Retroactive

REQUESTED ACTION

The Department of Cultural Resources, Division of the Arts, requests permission to **retro-actively** amend a Partnership Initiative Grant, for the *Poetry Out Loud Project*, to the New Hampshire Writers Project, Manchester, New Hampshire (Vendor Code 166654) initially approved by Governor and Council on 10/17/2012 #22 by exercising a one year renewal option to increase the amount by \$23,000.00 from \$23,000.00 to \$46,000.00 and amend the end date from June 30, 2013 to June 30, 2014. Effective upon Governor and Council approval. 100% Federal Funds.

Funds are available in the account titled Federal Arts Partnership Grant

01-34-34-341010-12550000-072-500575. Grants-Federal FY 2014
\$23,000

EXPLANATION

The New Hampshire Writers Project, in partnership with NH State Council on the Arts, the National Endowment for the Arts and the NEA Poetry Foundation is sponsoring the *2014 State of New Hampshire Poetry Out Loud National Recitation Project*. Since its inception, the NH POL program has worked with a non-profit Fiscal Agent through a partnership model. Pursuant to State of New Hampshire requirements for an open bid process, a Request for Proposal for a fiscal agent was issued to six non-profit arts organizations for the FY2013 NH POL Program and it was posted to our website. The New Hampshire Writer's Project was the only bidder. The Request for Proposal included an option to review the success of the partnership and extend it for the following fiscal year. The New Hampshire State Council on the Arts staff met with representatives of the New Hampshire Writers Project and agreed to continue the partnership for FY2014. The item is **retro-active** as the paperwork with the New Hampshire Writers Project did not get signed and submitted in a timely manner.

New Hampshire has experienced growth in participation each year, due to an increase in enrollment four regional finals were held at Rochester Opera House, New England College, Southern New Hampshire University and Plymouth State University and the state finals were held in Representative's Hall at the State House. This project encourages the New Hampshire youth to learn about great poetry through memorization and performance. *Poetry Out Loud* uses a pyramid structure that begins at the classroom level. Winners advance to the school wide competition, then to the state competition, and ultimately to the National Finals. This exciting program helps students master public speaking skills, build self-confidence, and learn about their literary heritage.

Should Federal Funds no longer become available General Funds will not be requested to support this program.

Respectfully submitted,

Van McLeod
Commissioner
20 Park Street, Concord, New Hampshire 03301-6314
Telephone: 603/271-2540 FAX: 603/271-6826 E-mail: vmcleod@library.state.nh.us
www.state.nh.us/nhculture Help Line TTD Relay 603/225-4033



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

166054
FY2014SP/PROG # 9162

Acct Code: 1255-072 34F1314AE

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and NH Writers Project (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: FY2014

2. OBLIGATIONS OF THE GRANTEE:

- The Grantee agrees to accept \$23,000.00 and apply it to the program(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
- Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



NH Writers Project is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

- The Grantee agrees to provide up to two (2) complimentary tickets/admissions as requested for site visits by appropriate Council staff/evaluators.
- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.

3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council

4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.

5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency

[Signature] 9/16/13
Signature Date
Name, Title: Lynn Martin Gratton, Acting Director

GRANTEE SIGNATURE

Org/ Name: NH Writers Project

Address: 2500 North River Rd. Manchester NH 03104

Mary Jo Alibrio - Board President
Printed Name of Authorized Official for Grantee
Mary Jo Alibrio - President 9-4-13
Authorized Official's Signature & Title Date

NOTARIZATION REQUIRED:

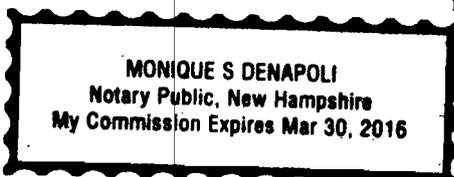
STATE OF NEW HAMPSHIRE, COUNTY OF Merrimack

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

L. Welate 9/27/13
Office of Attorney General Date

On the 4th day of Sept. 2013 before the undersigned officer, personally appeared *Mary Jo Alibrio*
(Print name of person whose signature is being notarized) or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.



[Signature]
Notary Public/ Justice of the Peace
Printed Name: Monique Denapoli
My Commission expires: March 30 2016

REPRODUCED FROM THE
NATIONAL ARCHIVES AT COLLEGE PARK, MARYLAND
REF ID: A63884

CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with
New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

*** Resolution date must occur on or before the Grant Agreement is signed.**

**** Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.**

1. *Resolution:

THIS IT TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors

New Hampshire Writers Project on August 21, 2013
(name of organization)

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that Mary Jo Alibrio is hereby authorized
(Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

Signed: Amy Suchocki
(Signature of Clerk/Secretary to the board)
Printed Name Amy Suchocki

2. **Certificate

STATE OF NEW HAMPSHIRE
COUNTY OF Rockingham

On the 6th day of September 2013 before the undersigned officer, personally appeared _____, or satisfactorily proven to be the person whose name appears
(print name of person whose signature is being notarized)
above, and acknowledged s/he executed this document in the capacity indicated.

Pamela E. Woods
Notary Public/ Justice of the Peace
Printed Name: Pamela E. Woods
My Commission Expires 3/24/15

PAMELA E. WOODS
Notary Public - New Hampshire
My Commission Expires March 24, 2015



GRANTEE INFORMATION FORM for ORGANIZATIONS

Please complete the following for fulfillment of grant requirements by the Governor and Executive Council and the State of New Hampshire's Department of Administrative Services.

Name of Organization New Hampshire Writers' Project

1. Statement of Purpose:

(Give your organization's mission statement or list your organization's objectives in the space below)

See attached.

2. Salary of Administrator: *\$45,000 - \$49,000*

(List annual salary of administrator, not artist's fees, who will be involved in this grant.)

Attach the Following:

3. Resume of Administrator *N/A*

4. Financial Statement:

A one-page financial statement of your organization's most recently completed fiscal year.

5. Board of Directors:

A list of the current directors and officers of your organization.

Please do not include any personal information such as home addresses, phone numbers or emails.

6. List Geographic Areas Served by Organization

7. Certificate of Liability Insurance

8. Please include a copy of a current year Certificate of Good Standing.

If you do not have a Certificate of Good Standing with the state of NH please call Secretary of State Corporate Division at 271-3244 and request an application.

MARY JO ALIBRIO

Manchester, NH 03104
mjalibrio@gmail.com

EXPERIENCE

Assistant Director

UNH

**Center for the Humanities
Durham, NH**

December 2008 – June 2013 (retired)

- Coordinate all center activities, lecture series, grant competitions, and workshops
- Develop, write grants for, and implement public humanities projects
- Successfully secured major United States Department of State grant toward the development of a new UNH study-abroad program in Ghana.

Foundation & Government Grants Officer

**New Hampshire Public Radio
Concord, NH**

October 2003 – October 2009

- Earned over \$350,000 per year in competitive foundation, state, and federal grants for both program development and capital projects.
- As member of a writing team, produced the case statement for NHPR's \$6.5 million capital campaign; acquired over \$700,000 in grants to date for the campaign.
- Secured a \$20,000 corporate sponsorship from Bank of America for recent NHPR event.
- Managed all phases of projects – development, work plans, schedules, and reports.
- As part of the development team, assisted with special events, on-air, direct mail, and marketing campaigns.
- Worked with programming as producer for on-air campaigns, producer for election-night coverage, and assistant during live, remote broadcasts.

Grant Writer

SAU# 44

July 2002 – October 2003

Northwood, NH

- Earned over \$340,000 in competitive state/federal grants for school renovation and comprehensive school reform for three school districts.
- Managed over \$300,000 in No Child Left Behind grants.
- Facilitated professional development committee, master plan revisions, and workshops.

Free-Lance Writer/ Grants Consultant

1990-Present

- Current projects include college textbook and nonfiction free-lance work.
- Nonprofit writing - grants, annual reports, public relations and marketing copy, speeches.
- Business writing - corporate newsletters, product brochures, technical writing.

Language Arts Teacher

McKelvie Middle School

1996-2001

Bedford, New Hampshire

- Developed innovative curriculum units integrating technology, literature, and history.
- Designed and wrote a web page for the eighth grade environmental unit.

- Led student group and adult volunteers in a team-building, academic environmental unit that culminated in a four-day wilderness/mountain camping experience.
- Co-authored, revised, and implemented several curriculum units.
- Supervised student teachers and mentored peer teachers.

ADDITIONAL EXPERIENCE

Adjunct Instructor
1995, 1996, 2003

Thompson School, UNH
Hesser College

- Taught courses in technical writing, English composition, and public speaking

Teacher Assistant and Substitute Teacher
1992, 1993-1994

Bedford Village Morning School
Bedford School District

Language Arts Teacher
1982-1985

Londonderry Junior High School
Londonderry, New Hampshire

Language Arts Teacher
1974-1982

Doyle Middle School/Troy High School
Troy, New York

Public Relations Assistant
1972-1973

Nazareth College
Rochester, New York

- Wrote fund-raising materials, newsletters, and press releases for development office.

EDUCATION

Master of Arts - English Education – 1976

State University of New York at Albany

Bachelor of Arts - English – 1972

State University of New York at Binghamton

COMPUTER SKILLS

MS Office –Word, Excel, PowerPoint, Outlook; also proficient in PageMaker

COMMUNITY VOLUNTEER

President, Board of Trustees – New Hampshire Writers' Project

New Hampshire Writers Project

Additional Information - Mission

1. **The New Hampshire Writers' Project is a statewide nonprofit literary arts organization with over 550 members now celebrating its 25th year. Our mission is to support the development of individual writers; connect the vibrant community of writers to one another, to readers, and to publishers and booksellers; serve as a resource for writers, publishers, readers, booksellers, educators, and librarians; and encourage an audience for the literary arts in New Hampshire.**

New Hampshire Writers' Project

Revenue & Expense

January - December 2012

	<u>Total</u>
Income	
4000 Memberships	25,625
4100 Unrestricted Contributions	18,516
4200 Grant Income	29,004
4350 Fiscal Agency Fee	2,300
4500 Programs/Workshops	41,943
4600 Special Events-Income	4,140
4700 Publications	3,324
4800 Interest & Dividend Income	1,167
4900 Other income	4
Total Income	<u>126,022</u>
Expenses	
6000 Personnel Expenses	93,474
6100 Professional Fees	775
6300 Development Expenses	397
6400 Overhead	2,647
6500 Programs/Workshops Exp.	12,012
6600 Special Events-Expenses	5,858
6700 Publication	9,751
6900 Other Expenses	5,967
Total Expenses	<u>130,881</u>
Net Operating Income	<u>(4,859)</u>
Other Income	
7100 Gain/Loss on Investments	1,833
7200 Poetry Out Loud Income	29,018
7500 In-Kind Donations	747
Total Other Income	<u>31,598</u>
Other Expenses	
8200 Poetry Out Loud Expenses	29,018
8500 In-Kind Expenses	747
Total Other Expenses	<u>29,765</u>
Net Other Income	<u>1,833</u>
Net Income	<u><u>(3,025)</u></u>

New Hampshire Writers' Project Trustees

Mary Jo Alibrio
President

John Herman
Vice President

Hope Jordan
Treasurer

Amy Suchocki
Secretary

David Corey

Kathy Gillett

Robert W.W. Greene

James Patrick Kelly

Rebecca Rule

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE WRITERS & PUBLISHERS PROJECT is a New Hampshire nonprofit corporation formed May 4, 1988. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 23rd day of September A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/12/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PEOPLES'S UNITED INSURANCE AGENCY INC PO BOX 2248 GRAND RAPIDS MI 49501	CONTACT NAME: CUSTOMER SERVICE CENTER PHONE (A/C, No, Ext): (866) 972-7378 E-MAIL ADDRESS: BUSINESS.CUSTOMERSERVICE@FARMERSINSURANCE.COM	FAX (A/C, No): (800) 455-9611
	INSURER(S) AFFORDING COVERAGE	
INSURED NH WRITERS PROJECT 2500 N. RIVER ROAD MANCHESTER NH 03106	INSURER A: MARYLAND CASUALTY COMPANY NAIC # 19356	
	INSURER B: NORTHERN INSURANCE COMPANY NAIC # 19372	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** Cert ID 122437 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	N	PAS003202951	5/21/2013	5/21/2014	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ EXCLUDED
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	N	PAS003202951	5/21/2013	5/21/2014	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC040500515	5/21/2013	5/21/2014	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
								\$
								\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 SALES, SERVICE OR CONSULTING ORGANIZATIONS - ALL OTHER/ CERTIFICATE HOLDER IS DESIGNATED AS
 ADDITIONAL INSURED WITH REGARDS TO GENERAL LIABILITY. SUBJECT TO THE POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER NEW HAMPSHIRE STATE COUNCIL ON THE ARTS 19 PILLSBURY CONCORD NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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STATE OF NEW HAMPSHIRE
DEPARTMENT OF CULTURAL RESOURCES

Division of Arts, Division of Historical Resources,
Division of Libraries, Film and Television Office
Office of Curatorial Services
*American Canadian French Cultural Exchange Commission,
Administratively Attached*
Van McLeod, Commissioner



July 23, 2012

His Excellency, Governor John H. Lynch
and the Honorable Council
State House
Concord, New Hampshire 03301

G & C Approved
Date 10/17/12
Item # 22

REQUESTED ACTION

The Department of Cultural Resources, Division of the Arts, requests permission to award a Partnership Initiative Grant for the *Poetry Out Loud Project* in the amount of \$23,000.00 to the New Hampshire Writers Project, Manchester, New Hampshire (Vendor Code 16654) for a collaborative partnership initiative for New Hampshire Schools effective upon Governor and Council approval through June 30, 2013. Federal funds are available as follows 01-34-341010-1255000-500575.

EXPLANATION

The New Hampshire Writers Project, in partnership with NH State Council on the Arts, the National Endowment for the Arts and the NEA Poetry Foundation is sponsoring the *2013 State of New Hampshire Poetry Out Loud National Recitation Project*. Since its inception, the NH POL program has worked with a non-profit Fiscal Agent through a partnership model. Pursuant to State of New Hampshire requirements for an open bid process, a Request for Proposal for a fiscal agent was issued to six non-profit arts organizations for the FY2013 NH POL Program and it was posted to our website. The New Hampshire Writer's Project was the only bidder.

New Hampshire has experienced growth in participation each year, due to an increase in enrollment four regional finals were held at Rochester Opera House, New England College, Southern New Hampshire University and Plymouth State University and the state finals were held in Representative's Hall at the State House. This project encourages the New Hampshire youth to learn about great poetry through memorization and performance. *Poetry Out Loud* uses a pyramid structure that begins at the classroom level. Winners advance to the school wide competition, then to the state competition, and ultimately to the National Finals. This exciting program helps students master public speaking skills, build self-confidence, and learn about their literary heritage.

Respectfully submitted,

Van McLeod
Commissioner



NEW HAMPSHIRE STATE COUNCIL ON THE ARTS GRANT AGREEMENT

This agreement between the State of New Hampshire, New Hampshire State Council on the Arts (hereinafter "Council") and NH Writers Project (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: FY2013

2. OBLIGATIONS OF THE GRANTEE:

- The Grantee agrees to accept \$23,000.00 and apply it to the program(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.
- Funding credit including Council logo must appear in all programs, publicity, and promotional materials. The following wording and Council logo should be used:



NH Writers Project is supported in part by a grant from the New Hampshire State Council on the Arts & the National Endowment for the Arts.

- The Grantee agrees to provide up to two (2) complimentary tickets/admissions as requested for site visits by appropriate Council staff/evaluators.
- The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease. That determination rests within the sole discretion of the Council.

3. PAYMENT will be made following the receipt and execution of all required documents and approval of the Governor and Executive Council

4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.

5. SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Contracting Officer for State Agency

Cassandra Mason 8/10/12
Signature Date

Name, Title: Lynn Martin Graton, Acting Director

GRANTEE SIGNATURE

Org/ Name: NH Writers Project

Address: 2500 North River Road
Manchester NH 03106

GEORGE L. GEESE
Printed Name of Authorized Official for Grantee

[Signature]
Authorized Official's Signature & Title Date
Executive Director 8-10-12

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF
Hillsborough

On the 10 day of Aug. 2012 before the undersigned officer, personally appeared
Antoinette Desisto
(Print name of person whose signature is being notarized)
or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

Antoinette Desisto
Notary Public/ Justice of the Peace
Printed Name: Antoinette Desisto
My Commission expires: 8/10/2016

ANTOINETTE DESISTO, Notary Public
My Commission Expires August 10, 2016

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

Rosemary Ait 9-6-12
Office of Attorney General Date

New Hampshire
State Council on the
Arts

CERTIFICATION OF BOARD RESOLUTION

Authorization to Enter into Contracts with
New Hampshire State Council on the Arts

Important: To expedite your payment these steps must be followed in this order:

* Resolution date must occur on or before the Grant Agreement is signed.

** Certificate on bottom of page must be signed and notarized on the same date or after the grant agreement is signed.

1. *Resolution:

THIS IT TO CERTIFY that the following is a true and correct copy of excerpts from resolutions adopted at a meeting of the Board of Directors

New Hampshire Writers' Project on Aug 3, 2012
(name of organization)

at which time a quorum was present and voted, and further that said resolution has not been rescinded, altered or amended and is still in full force and effect.

"Be it resolved that George Geers is hereby authorized
(Printed name of authorizing official)

on behalf of this Corporation to enter into contracts with the State of New Hampshire and to execute any and all documents, agreements and other instruments, ~~and any amendments,~~ revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate."

Signed: _____

(Signature of Clerk/Secretary to the board)

Printed Name JOHN HERMAN

2. **Certificate

STATE OF NEW HAMPSHIRE

COUNTY OF Rockingham Hillsborough ss.

On the 23 day of August, 2012 before the undersigned officer, personally appeared John Herman, or satisfactorily proven to be the person whose name appears
(print name of person whose signature is being notarized)

above, and acknowledged s/he executed this document in the capacity indicated.

Antoinette Desisto
Notary Public/ Justice of the Peace
Printed Name: Antoinette Desisto
My Commission Expires Aug. 10, 2016

ANTOINETTE DESISTO, Notary Public
My Commission Expires August 10, 2016

State of New Hampshire

Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that NEW HAMPSHIRE WRITERS' PROJECT is a New Hampshire nonprofit corporation formed May 4, 1988. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 21st day of July A.D. 2011

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State