



**Community Foundation**  
for Greater Buffalo

May 12, 2026

Norbert Fuest, Board Chairman  
GLOW - Workforce Development Board - GLOW Works INC.  
587 East Main Street, Suite 100  
Batavia, New York 14020

Dear Mr. Fuest,

Congratulations! The **WNY With Youth for Youth** Advisory Board has approved **\$120,000.00** to support the grant requested by **GLOW - Workforce Development Board - GLOW Works INC.** for the project titled: *Workforce Pathways*. Afterschool With Youth for Youth (WYFY) is a multifaceted initiative empowering young people to redesign afterschool programming from the ground up. Coordinated by Youthprise and funded by the Charles Stewart Mott Foundation and the Ralph C. Wilson, Jr. Foundation, the project connects five partner sites across the United States: Missouri, Minnesota, Southeast Michigan, Vermont, and Western New York. The Community Foundation for Greater Buffalo is administering the awarded grants.

By accepting this grant, you agree to comply with the Community Foundation's Grant Requirements and Obligations, a copy of which is attached. If you cannot implement the grant as proposed in the approved budget outlined below, your organization will be obligated to repay all or part of this grant to the Community Foundation.

Approved Budget:

- Youth participant wages (\$120,000)

As detailed in the attached Grant Requirements and Obligations, you also agree to provide the Community Foundation with the financial and program reports we require to close out this grant. A communications packet to guide publicity efforts related to your grant award is also attached.

Your funding cannot be released until we receive your signed Grant Requirements and Obligations Form with signatures from both the executive director and your board chair. This signed form is due to us by Tuesday, May 26. Instructions for uploading the document to our system are included in the attached Grant Requirements and Obligations document.

While you are welcome to share news of this award internally, we ask that your organization does not publicly announce your grant at this time. The Youth Advisory Board is planning a press release and a kick-off event for all grantees on **June 13<sup>th</sup>**. Please save the date! More details will be shared soon. The Community Foundation is pleased to be able to support this important effort. We are looking forward to working with you and thank you for your continued dedication to our community.

**Connecting people, ideas and resources to improve lives in Western New York**

Larkin at Exchange, 726 Exchange Street, Suite 525, Buffalo, NY 14210

tel 716 852 2857 fax 716 852 2861 web [www.cfgb.org](http://www.cfgb.org) email [mail@cfgb.org](mailto:mail@cfgb.org)



**Community Foundation**  
for Greater Buffalo

Please direct any questions regarding this grant to Sarah Johnson, Grant Management Officer, at [sarahj@cfgb.org](mailto:sarahj@cfgb.org).

Sincerely,

Ba Zan Lin  
Associate Vice President

Attachments: Grant Requirements and Obligations

**WNY With Youth For Youth at the Community Foundation for Greater Buffalo  
2026 Grant Requirements and Obligations – GLOW - Workforce Development  
Board - GLOW Works INC.**

***PLEASE REVIEW COMPLETELY BEFORE ACCEPTING GRANT FUNDING.*** The following obligations apply to all grant awardees of the Community Foundation for Greater Buffalo (Community Foundation).

**Keep a copy of your signed Grant Requirements and Obligations for reference during the grant term.** You will need this information to close a grant successfully. Your ability to successfully close a grant will be considered when any future application is received.

By signing the Grant Requirements and Obligations, the award recipient agrees to comply with 1) the grant guidelines that were part of the grant application, and 2) the following grant conditions:

1. To use the funds only for the designated purpose described in the grant application and subsequent grant award letter and not for any other purpose without the Community Foundation's prior written approval.
2. Grant Completion. The Foundation requires that grants commence within six months and be complete within one year of receiving funding.
3. Extended Grant Completion. If implementation extends for more than one year, Community Foundation written permission must be obtained. The Community Foundation requires 1) an interim report before the end of the first year of funding, 2) actual expenses during the first year; and 3) the expected completion date.
4. Repayment Obligation. The entire amount of the grant must be used for the purposes specified in the award letter. Expenditures must be only for the budget items in the amounts that were requested by the applicant and approved by the Community Foundation. Expenses must be for those incurred after the grantee receives notice of the grant.

***Any amount not used, used for expenses incurred before the notice of award, or not used for the purposes specified in the grant award letter, must be returned to the Community Foundation. Grant recipients may not deviate from the conditions in the grant award letter, including the award budget unless they obtain prior written approval from the Community Foundation. The Foundation will only consider a request for reuse if the request is made in writing and supported by a compelling reason for the proposed change in use.***

5. No Agency Relationship with Foundation. In accepting a grant, grantees and the Foundation acknowledge that the grant shall not result in or be construed as providing the Foundation with any right to control or direct the details, manner, or means of activities by the grantee, and the grant shall not create or be construed to give rise to a legal partnership, joint venture or agency relationship between the Foundation and the grantee.
6. Publicity. The grantee agrees to keep notice of the grant award internal until further notice.

Once guidelines are distributed, the grantee agrees to use the Community Foundation's Grantee Publicity Guidelines. If assistance is needed or if there are questions, grantees should contact the Community Foundation's Communication Team.

7. Close-out Requirements. To close out the grant, the Community Foundation requires:

**Final Grant Report:** Grant Reports are due to the Community Foundation one year from the release of funding. The Community Foundation will send an email reminder two weeks before the closeout date. **All reporting for grants is submitted electronically online at our website [www.cfgb.org](http://www.cfgb.org).** The grantee will log into the Foundant Grant Lifecycle Manager with their username and password to complete the following information regarding the original grant application:

- Program Title
  - Purpose of funding
  - Reporting objectives from your specific project
  - Status and timeline
  - Results and Evaluation
  - Budget Expenditures
  - Lessons Learned
  - We value your feedback about our role as a grantmaker, including the RFP process, our communication with you, the funding process, the reporting process, and any other aspect of our work together.
  - What have we (WYFY youth) done well as a grantmaker?
  - How can we (WYFY youth) improve as a grantmaker?
8. Expenditure Responsibility. The Community Foundation reserves the right to conduct an independent evaluation of your project and a verification of grant expenditures for up to four years. The grantee agrees to provide the information necessary to complete such an evaluation. Failure to submit requested information in a timely fashion may obligate the Grantee to refund the grant.
  9. Outcomes. The grantee agrees to measure the outcomes outlined in the initial grant application and will account for those outcomes in the Grant Report:

The Community Foundation reserves the right to discontinue, modify, or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the Community Foundation's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the Community Foundation; or (c) to comply with the requirements of any law or regulation applicable to you, the Community Foundation, or this grant.

**Name of Organization:** GLOW - Workforce Development Board - GLOW Works INC.

**Project Name:** Workforce Pathways

**Grant Amount:** \$120,000.00

***BOTH SIGNATURES ARE REQUIRED FOR THE RELEASE OF FUNDING***

**BOARD CHAIRPERSON**

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**EXECUTIVE DIRECTOR**

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_