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August 12, 2024

*As a recipient of a Clean Air Day Microgrant funds, you agree to the following prior to receiving funds:*

1. Send the below items to John Shim ([john@ccair.org](mailto:john@ccair.org))
  - a. Signed copy of this agreement. *\*Please note the mailing address at the bottom. Your check will be sent to this address. Or you can submit the attached ACH form to receive your funds electronically.*
  - b. Copy of the W-9 for the organization that will receive the funds for your Clean Air Day project.
2. Upload your event to the CA Clean Air Day website: <https://www.cleanairstay.org/events/submit/>
3. Ensure you and your partnering organizations have taken the clean air pledge at [www.cleanairstay.org/take-the-pledge](http://www.cleanairstay.org/take-the-pledge)

*14 days before the event, you agree to:*

- Send an email to [california@cleanairstay.org](mailto:california@cleanairstay.org) with a brief status update on the event

*During the event, you agree to:*

- Post event photos and updates on social media, tagging @cleanairstay
- Encourage attendees to take the Clean Air Pledge at [cleanairstay.org](http://cleanairstay.org), either with the general link or your organizations' personalized pledge link.
- Include [cleanairstay.org](http://cleanairstay.org) in all marketing and promotional materials, including the phrase: "Take the Clean Air Pledge at [cleanairstay.org](http://cleanairstay.org)"

*After the event, you agree to:*

- Return the post-event write-up included on this email by November 1, 2024
- Send at least 3 pictures and/or videos of the event for use by Coalition for Clean Air
- Post at least once on social media

Please acknowledge your receipt of notification and your agreement with the terms of this letter by signing and returning a copy of this letter as soon as possible, so we can issue your check or ACH Payment. We are proud to partner with you to clear the air on California Clean Air Day this October 2, 2024. Thank you for your good work!

Organization Name: \_\_\_\_\_

ACCEPTED BY (print name and title): \_\_\_\_\_

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address, City, State, Zip Code **(Address check will be mailed to)**