

THE FORD FOUNDATION
320 EAST 43RD STREET
NEW YORK, NEW YORK 10017

COUNTERSIGNED COPY

OFFICE OF THE SECRETARY

June 25, 2001

Mr. Scott Rettberg, Executive Director
Electronic Literature Organization
4401 North Ravenswood, Suite 304E
Chicago, Illinois 60640

1015-0988
Grant Number

Dear Mr. Rettberg:

I am pleased to inform you that The Ford Foundation has approved a grant of \$100,000 to The Electronic Literature Organization for support for a symposium to promote and facilitate the writing and reading of electronic literature. This grant is being made in response to the proposal submitted with your March 11, 2001 letter to John Phillip Santos of the Foundation staff, and in accordance with this letter.

These terms apply to your organization's use of the Foundation's grant.

Grant funds are available over a one-year period beginning April 1, 2001.

Payment of grant funds will be made in full after receipt by the Secretary of the Foundation of the following: (1) the enclosed countersigned copy of this letter and (2) a completed copy of the attached Electronic Payment Instruction Form.

Under United States law, Ford Foundation grant funds may be expended only for charitable, scientific, literary, or educational purposes. This grant is made only for the purposes stated in this letter and the document referenced above, and it is understood that these grant funds will be used for such purposes substantially in accordance with the attached approved budget. It is also understood that no substantial variances will be made from the budget without the Foundation's prior approval in writing. Any grant funds not expended or committed for the purposes of the grant, or within the period stated above, will be returned to the Foundation.

A final written report is to be furnished at the end of the grant period. The report, which should be signed by an appropriate officer of your organization and sent to the Secretary of the Foundation, should contain: (1) a narrative account of what was accomplished by the

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expenditure of funds, including a description of progress made toward achieving the goals of the grant; and (2) a financial accounting, according to the line-item categories of the attached approved budget which has been certified correct by the responsible financial official of your organization. It is expected that these narrative and financial accountings will be submitted as a single report. The Foundation also shall be furnished two copies of any publication, audio or video program, film or other media product produced by your organization under this grant for archival and/or research purposes. The Foundation shall have the right to make additional copies of any grant product.

In the application of its resources to serve the public interest, the Foundation gives high priority to the realization of equality of opportunity for all members of society. Accordingly, it is the Foundation's expectation that in carrying out this grant your organization will take appropriate affirmative action steps with respect to women and disadvantaged minorities.

The Foundation may monitor and conduct a review of operations under this grant, which may include a visit from Foundation personnel to observe your program, discuss the program and finances with your personnel and review financial and other records and materials connected with the activities financed by the grant.

The Foundation will include information on this grant in its periodic public reports. The Foundation may also refer to the grant in a press release, in which case a copy would be sent to you in advance. If you wish to make your own press announcement, please consult with the Foundation's Office of Communications.

If this letter and the attached budget correctly set forth your understanding of the terms of this grant, will you please indicate your organization's agreement to such terms by having the enclosed copy of this letter countersigned by an appropriate officer of your organization and returned to the Secretary of the Foundation. It is also understood that by countersigning this grant letter your organization confirms that there has been no change in its qualification as an organization exempt from income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code or its classification as not a private foundation. If any change occurs, please notify the Foundation.

Communication regarding current administrative arrangements for this grant should be directed to the Grants Administrator in New York, Dave Mazzoli, by telephone at 212/573-4856 or via e-mail at d.mazzoli@fordfound.org. In addition, should a modification in the terms of this grant become necessary, please send the attached Request for Grant Modification form to the Grants Administrator.

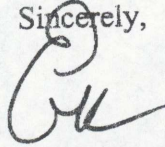
In all correspondence concerning this grant, reference should be made to the grant number designated on the first page of this letter.

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On behalf of the Foundation, may I extend every good wish for the success of this endeavor.

Sincerely,

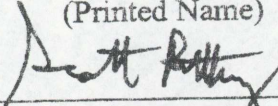


Elaine Kranich
Director, Office of the Secretary

Attachments

ACCEPTED AND AGREED:

The Electronic Literature Organization

By: SCOTT RETTBERG
(Printed Name)

(Signature)

Title: EXECUTIVE DIRECTOR
Date: 07/02/01