



Stanley Y. Little
President

SunTrust Foundation
Mail Code GA-Atlanta-1970
303 Peachtree Street, 33rd Floor
Atlanta, GA 30308

June 11, 2019

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Tammy Baggett
Library Director
Durham County Library Foundation
101 E Morgan Street
Durham, NC 27701

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Dear Ms. Baggett:

On behalf of the SunTrust Foundation's Board of Directors, I am pleased to congratulate Durham County Library Foundation as a recipient of our 2019 Lighting the Way Award.

The SunTrust Foundation's Lighting the Way Award includes a grant of \$75,000 to be used to further your efforts in the Durham County Main Library Incubator. We created the award to recognize organizations like yours that share our commitment to move people toward financial confidence.

Your organization is one of 36 nonprofits we'll recognize this year. As an award winner, we're inviting two representatives from your nonprofit organization to attend the Lighting the Way Awards Celebration and Masters Series Conference in Atlanta, Georgia, on August 22-23, 2019. The invitation includes a complimentary flight and a one-night hotel stay for each nonprofit representative. Those who might benefit from the celebration and conference include the executive director, director of development or program manager. Please no spouses or guests or other nonprofit representatives. We'll send you a formal invitation soon.

We're excited to showcase the great work your organization and all of the winners are doing in the community, so we're planning to produce a short film to premiere at our awards ceremony. We need your help to tell your story. Our production partners, The Plug Marketing, are producing the film. Allen Spruill with The Plug Marketing will contact you shortly to schedule a visit to your site for filming and share more about what you can expect. He will prep you fully for the experience.

To receive this award at the celebration, Durham County Library Foundation must:

- (1) Sign, scan and email this letter to STFoundationAdmin@SunTrust.com within three business days acknowledging that Durham County Library Foundation is a registered 501(c)(3) organization and that no services or benefits were provided to the SunTrust Foundation in return for this grant.
- (2) Agree to not publicize or issue a press release announcing the Lighting the Way Award until you hear from a representative of SunTrust Bank's corporate communications team. The SunTrust Foundation is proud to award organizations like yours that are committed to instilling financial confidence, and we want to ensure you have the tools you'll need to share the news externally and with media in partnership with the foundation.
- (3) Submit a one-page annual report detailing what you achieved with the grant funds, how the grant funds were used, and how many lives were impacted. Grant reports are due by Friday, December 4, 2020, via email at STFoundationAdmin@SunTrust.com. A reminder will be sent six weeks in advance of the report due date.
- (4) Complete, scan and email the enclosed information sheet to STFoundationAdmin@SunTrust.com within three business days.

My best regards,

Stanley Y. Little
President
SunTrust Foundation

Please acknowledge your receipt of this letter and that Durham County Library Foundation will comply with the conditions described above by signing this letter in the space provided below and returning it to the SunTrust Foundation at STFoundationAdmin@SunTrust.com.

Tammy Baggett, Library Director, Durham County Library (Foundation)