

DRAFT

March 23, 2023

Your County, City, State

Chairman, Your Name

Address

City, State 11111

Re: Your County - Charters of Freedom

Letter of Intent

Whereby a presentation was made by Foundation Forward, Inc. to Your County, and The Board of Commissioners, having taken the matter under consideration, then voted to accept the terms outlined in this Letter of Intent and the attached Addendum, necessary for the placement of the Your County Charters of Freedom setting from Foundation Forward, Inc. in City, State.

By this letter, Foundation Forward, Inc. affirms its intent to place a four-part setting with brick facade, which will consist of the Declaration of Independence, four pages of the United States Constitution, and the Bill of Rights, as displayed in The National Archives, in Washington, D.C., along with an additional display of the Civil Rights Amendments. This setting will also include Donors Recognition Pedestal(s), a Field of Honor consisting of engravable pavers, and a Time Capsule Vault.

The selected and approved site will be Location, located at Address. This site was selected jointly by Foundation Forward, Inc. and the County for its prominent location, providing high visibility, high foot traffic, and easy access by school children and veterans.

All funds for this project will be kept in a Truist Bank account in Burke County, North Carolina under the account named "Foundation Forward, Inc." Foundation Forward, Inc. will make the County's account balance available to Chairman Your Name, upon request.

Any and all site preparation, ADA compliance, AND/OR any new landscaping upon completion of the construction, that may be necessary or desired, will be the responsibility of the County (or City) of Name, as outlined in the attached Addendum. The targeted start date will be determined by the Foundation's current build schedule, and will be subject to a Pre-Construction Conference and the completion of the Construction Checklist (provided during the aforementioned PCC). Planning for a dedication ceremony will begin when the construction process is approximately 75% completed (generally after the facade is constructed).

Time Capsule letter packets will be mailed out to Community Leaders, Educational Institutions, Law Enforcement, Veterans Groups, and Local Businesses and Organizations. These letters are to be returned via SASE envelope to be included in the time capsule that will be sealed during a Time Capsule and Donors Recognition ceremony to be conducted at least 5-6 months after the Dedication. Additional letters, pictures, flash drives, and some small memorabilia may also be included.

Foundation Forward, Inc.

By: _____

Date: _____

Title: Founder, Vance Patterson

Your County, State

By: _____

Date: _____

Title: Your Name

FOUNDATION FORWARD LETTER OF INTENT - ADDENDUM
(Revised October 1, 2022)

POINT OF CONTACT - The process of receiving a Charters of Freedom setting begins with The County establishing a Point of Contact (POC) who Foundation Forward will coordinate with throughout the process. The POC must form a Committee for promoting community involvement and planning the Dedication Ceremony, Time Capsule Ceremony, and any other related events. Foundation Forward's Resources and Communications team will work with your POC and Committee to get this message out so your community can get the most out of this project, taking ownership as the process takes place.

FUNDING – If you have received a letter of intent from Foundation Forward then plans are in place to design, build, and dedicate your Charters of Freedom setting. We know that people like to participate in these projects by donating money, materials, labor, or other forms of support. Often, local governments or groups decide that they would like to add to the overall layout of the setting by including curb cuts, sidewalks, aprons, flagpoles, benches, landscaping, etc. These items are considered optional and are not covered by the overall scope of work that Foundation Forward provides.

SITE PREPARATION – Any utilities, trees, bushes, boulders, or concrete **MUST** be moved so Foundation Forward can proceed with the excavation of the site. The ground must be fairly level and free of standing water. Once the site is prepared Foundation Forward will begin excavation and construction of the setting. If a county backhoe is available and can assist, this is not required but would be greatly appreciated.

CONSTRUCTION – Unless otherwise agreed upon, Foundation Forward, Inc. will be responsible for all of the construction of the setting. Any assistance from the community via donated masonry, electrical, trade classes, etc. is appreciated, but not required.

ELECTRICAL – While it is not necessary to have power to the setting, having 110-volt outlets for speakers and teachers works very well for presentations, ceremonies, and celebrations at the site. If low voltage power is provided to the back of the setting, Foundation Forward will include an LED package to light the chambers so the setting will glow at night and the documents can be viewed.

ADA ACCESSIBLE – The setting itself is ADA Compliant, with the proper height and angle for viewing. Approach sidewalks and an apron in front of the setting may be ADA requisite and would be the responsibility of The County. Foundation Forward will incorporate the Field of Honor area of engravable pavers, measuring 6' x 12', in front of the US Constitution. This area does not require concrete, but these specifications must be met if The County includes an apron. Foundation Forward installs the pavers and will assist with the layout and design of the apron.

TIMELINE – Typically the timeline from the signing of the Letter of Intent to the Dedication Ceremony is around six months. Delays in weather and other unforeseen circumstances can lengthen this process, while other factors including donated labor and materials can shorten the process. A sample timeline can be provided.

DEDICATION – Foundation Forward has dedicated over 40 settings across the country, so our experience is thorough. We will provide you with a sample Dedication Program that can be modified, within the existing four-page layout, to showcase your community and culture. Typical dedications last 45 minutes complete with bands, choirs, color guards, speeches, and a presentation by Foundation Forward which includes a traditional cannon salute to The Articles of The United States Constitution. It is a life experience for all to attend.

ADDITIONAL SETTINGS – We have found there are sometimes requests for additional Charters of Freedom settings in a county. This requires special consideration and approval making sure they do not conflict with one another in attention or Community Support.