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1/6/2026

Award Letter Reference Number: FD - 0005-26

Jolene Coulter  
Director of Purchasing  
Aurora Farmers Market  
44 E Downer Pl  
Aurora, IL 60505

#### LINK UP ILLINOIS “LINK MATCH PROGRAM” GRANT AGREEMENT

Dear Jolene Coulter

Link Up Illinois, a program of Experimental Station (an Illinois 501-c-3 nonprofit charitable corporation) is pleased to announce formal approval of your grant application for \$7,000. The awarded funds, paid to Aurora Farmers Market (“Sponsoring Organization”), are to be used to provide a monetary incentive in the form of Link Match vouchers for purchases of fresh **fruits and vegetables only** from the Program(s) listed in APPENDIX A.

Based on your application, a Link Match Program Grant is made with the following conditions:

1. Incentive Funds: 80% of new grant funds plus, if applicable, 100% of Roll-Over Funds must be used strictly for Link Match voucher reimbursements;
2. Administrative Funds: 20% of new grant funds may be spent to cover costs of Link Match program implementation, administration, program outreach and publicity, data collection, program evaluation and reporting;
3. Link Match grant funds will be used to match, dollar for dollar, the value of SNAP benefits charged to a recipient’s SNAP card at the market’s POS terminal (EBT). **Each Program will offer up to \$25 per SNAP card swipe, with no limit on swipes per day;**
4. Only current SNAP recipients are eligible to receive the matching incentives. To meet this requirement the Program agrees to verify that a customer is a current SNAP recipient by completing a SNAP transaction/sale before issuing Link Match;
5. Link Match vouchers provided by Link Up Illinois must be used unless an alternative (e.g., auto-redemption) is approved in writing. These vouchers can only be redeemed for fresh fruit and vegetables. Link Match vouchers are universal and may be issued and/or redeemed at any other Link Up Illinois “Farm Direct” Program (which excludes brick & mortar locations such as co-ops, corner stores, grocery stores, etc.);




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6. Payment will be made electronically via ACH. Sponsoring Organization will provide their banking information to complete the payment enrollment process using the Direct Deposit Agreement Form provided;
  - a. *Note: Changes to payment information, after initial setup, must be made by Sponsoring Organization via their bill.com account*
7. Sponsoring Organization must have a current signed and authorized USDA GusNIP program MOU and signed/dated W-9 on file with Experimental Station;
8. 100% of grant funds will be made available as soon as possible upon receipt of grant agreement signed by the Sponsoring Organization, a W-9 form, ACH details, and a signed and authorized USDA GusNIP program MOU;
9. Link Up Illinois reserves the right to require the return of any grant monies not expended in the Agreement Period for supporting purchases of fresh fruits and vegetables by SNAP recipients. Remaining incentive funds will otherwise be used in subsequent Agreement Periods;
10. Programs, including those operating an online purchasing model, must process purchases in accordance with SNAP guidelines and may not use SNAP nor Link Match to pay delivery fees; retailers that charge delivery fees must accept delivery fee payments via another form of tender.

**Agreement Period:** 01/01/2026 - 12/31/2026

**Record Keeping and Reporting:**

*I. Weekly Reports*

Sponsoring Organization agrees to submit weekly reports for all Program(s), using our online data collection tool. Reports should be submitted the week following the market, and under no circumstances less than once per month. Required data includes, but is not limited to:

- Dollar amount of SNAP issued and redeemed
- Dollar amount of Link Match issued and redeemed
- Number of SNAP transactions and unique shoppers
- Market counts such as vendors and attendees.

Program(s) shall maintain weekly reporting throughout the Dates of Operation outlined in APPENDIX A, regardless of whether active operations occurred during a specific week.

*NOTE: for non-standard scheduled programs (every other week, monthly, etc.), reports are due the week after the event(s), in accordance with the frequency of their program, regardless of whether active operations occurred during that specific timeframe.*



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## *II. Market Activities Report*

Program(s) are required to submit one annual report on additional nutrition assistance benefits programs, nutrition education education activities, auxiliary services, and marketing activities. Experimental Station will provide the report and program(s) have 60 days to complete.

## *III. End of Year Report*

Link Up Illinois requires that an "End of Year" report, using a form provided by Link Up Illinois, is completed no later than 15 days following the end of the Agreement Period. Upon review of the report, Link Up Illinois shall determine whether unused grant monies shall be returned to Link Up Illinois or shall be used for a subsequent Agreement Period as "Roll-Over Funds".

## **Compliance and Remedies**

Timely data submission is a material obligation of this Agreement. Failure to maintain up-to-date records constitutes a breach of contract. In the event of non-compliance, Experimental Station reserves the right to exercise any or all of the following remedies:

- Funding suspension: Immediate suspension of further funding disbursements.
- Funding model conversion: Mandatory transition from an up-front funding model to a reimbursement-only model until data entry consistency is restored to the satisfaction of Experimental Station.
- Recoupment of unused funds: A requirement for the Program to return all unused funds, including both incentive and administrative allocations if data submissions are not completed within 15 days of notice.
- Termination: Termination of the Agreement.

## **Promotion and Acknowledgement:**

The Link Up Illinois logo is to be included on all Link Match Program promotional materials (including, but not limited to): flyers, website, brochures, and banners. The Link Up Illinois logo (embedded with a link to [www.LinkUpIL.org](http://www.LinkUpIL.org) website) is to be used on all electronic media such as websites, e-flyers, newsletters, and social media. As applicable, Program shall acknowledge the Link Up Illinois grant in any public statements or publicity relating to the Link Match program. Link Up Illinois may provide promotional materials. Program agrees to post promotional material at the market's SNAP processing station(s) in plain view of the public each business day.

## **Survey:**

Sponsoring Organization agrees to facilitate the administration of customer level surveys at their program location(s) upon request of Link Up Illinois.



### Budget:

The budget outlined below is the budget agreed upon by Sponsoring Organization and Link Up Illinois:

<i>Line Item</i>	<i>Amount</i>
Incentive Funds (to be used <b>only</b> for Link Match voucher redemptions)	\$5,600
Administrative Funds	\$1,400
<b>TOTAL TO BE PAID</b>	<b>\$7,000</b>
Roll-Over Funds (to be used <b>only</b> for Link Match voucher redemptions)	\$863
<b>TOTAL GRANT AWARD BUDGET</b>	<b>\$7,863</b>

### Acknowledgement:

This agreement shall remain in effect (1) throughout the Agreement Period, or (2) so long as grant funds provided to Sponsoring Organization remain unexpended, or (3) so long as Sponsoring Organization has not returned to Link Up Illinois an amount equal to any unused grant funds.

Experimental Station is excited to partner with you on this project.

### Accepted and Agreed:

For Experimental Station:

For Sponsoring Organization:

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Connie Spreen  
Co-Founder / Executive Director  
Experimental Station

Jolene Coulter  
Director of Purchasing  
Aurora Farmers Market




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## APPENDIX A

Program / Firm	Physical Address	Dates of Operation
Aurora Farmers Market - Downtown	65 S Water St Aurora, IL 60505	2026-06-06 - 2026-10-03
Aurora Farmers Market - West	1999 W Galena Blvd Aurora, IL 60506	2026-07-01 - 2026-08-26
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