



**LETTER OF AGREEMENT:  
DIRECT APPROPRIATION GRANT  
FOR GOVERNMENTAL ENTITIES**

Date: October 30, 2025

To: **Project Director Price  
The City of Kingsport  
415 Broad St  
Kingsport, TN 37660**

From: **Ashley Howell, Executive Director, Tennessee State Museum and Chair,  
Tennessee Commission for the United States Semiquincentennial**

In the State of Tennessee's Public Chapter 966, House Bill 2973, passed in 2024, reads as follows:

*To provide non-recurring funding to support Tennessee's participation in the United States Semiquincentennial Celebration, State Museum, \$2,145,000.*

**Award:**

The City of Kingsport has been selected to receive funding in the amount of \$25,000 for the Kingsport 250 project *as described in the submitted grant application*. Projects must be completed by **April 30, 2027**.

If you choose to accept this award:

1. Sign this agreement (include your taxpayer identification number and a daytime phone number) in the space provided as your acceptance of the following terms and conditions:
  - a) If you fail to fulfill your obligations under this agreement, the State shall have the right to seek restitution, pursuant to the laws of the State of Tennessee, from you for payments made to you under this agreement.

- a) Your records and documents, insofar as they relate to the performance of your obligations or to payments received under this agreement, shall be maintained in a manner consistent with the accounting procedures of the Comptroller of the Treasury, pursuant to T.C.A. 4-3-304 and applicable rules and regulations thereunder.
  - b) The funds received shall be placed in an interest-bearing account until such time as they are needed for the purposes set out in the Appropriations Act. In the event that any portion of the funds is not expended, the unexpended portion plus any accrued interest shall be returned to the State.
  - c) You must have a completed W-9 Form and a signed Letter of Agreement. You are responsible for and assume the liability for failure to provide the correct taxpayer identification number for IRS purposes.
1. Return to the State agency head the following materials together:
- a) This signed Letter of Agreement and
  - b) *W-9 Form* - (submitted with application. However, if corrections are needed you will be contacted)

We encourage you to return these materials by **December 1, 2025**. The State is prepared to process this agreement and issue payment in a timely fashion, upon receipt of these materials. *Please refer to the Tennessee America 250 Grant Usage and Reporting Guidelines in your award email for a list of requirements for funding disbursement including acknowledgement requirements.*

If you should have any questions or comments or need any assistance responding to this request, please email: [tn250@tn.gov](mailto:tn250@tn.gov)

Please retain a copy of this letter for your records. Payment status and accounting inquiries may be directed to the following staff of this department: [tn250@tn.gov](mailto:tn250@tn.gov)

On behalf of the ***City of Kingsport***, I hereby agree to the aforementioned terms and conditions.

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official's Name (please print)

\_\_\_\_\_  
Official's Title or Position

\_\_\_\_\_  
Daytime Contact Phone Number  
Number

\_\_\_\_\_  
Federal Taxpayer Identification