



GRANT PROGRAM

2015-2016 PreK-Grade 3 Leadership Series Grant Application (\$500)

PROJECT/ORGANIZATION INFORMATION

Project Title: MDE & MESPA 2015-2016 PreK-3rd Grade Leadership Series Funding Support

School District / Reservation: Duluth Public Schools District #: 709

Submittal Date: 10/27/15

Address: 215 North First Avenue East

City: Duluth State: MN Zip: 55802

Contact Person: Amy Starzecki Title: Assistant Superintendent

Telephone: 218.336.8739 E-Mail: Amy.Starzecki@isd709.org

IRS Federal ID Number: 41-6003776 County: St. Louis

Amount Requested from the Northland Foundation: \$1000

With receipt of this funding, your school district is agreeing to participate in all five trainings to be held on October 29, December 7th, January 11, March 2, and April 28.

Please list the participants (names and titles) in the Leadership Series:

Amy Starzecki, Assistant Superintendent
Mike Cary, Director of Curriculum
Tawnyea Lake, Director of Assessment
Darren Sheldon, Elementary Principal
Beth Shermoen, Elementary Principal
Sue Lehna, Elementary Principal
Carla Harrold, Reading Curriculum Coach
Charlie Leibfried, Federal Programs Coordinator
Jay Roesler, Community Education Coordinator
Pam Rees, Head Start Supervisor
Becky Crane, ECSE TOSA
Jennifer Larva, Elementary Principal

Submit Application to:

Northland Foundation
202 West Superior Street
610 Sellwood Building
Duluth, MN 55802
(218)723-4040 (800)433-4045
FAX (218)723-4048
E-mail: lynn@northlandfdn.org

October 29, 2015

Project # 15-16674

Amy Starzecki
Duluth Public Schools - ISD #709
215 N 1st Avenue East
Duluth, MN 55802

Dear Amy Starzecki:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **MDE & MESPA 2015-16 PreK-3rd Grade Leadership Series Funding Support** and has approved a grant of **\$1,000.00** for the period (10/01/2015 to 04/30/2016) to **Duluth Public Schools - ISD #709**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

The Agreement of Grantee is attached for your review. If you agree with the conditions presented, please have it signed by the authorized official.

The Northland Foundation has implemented an Electronic Funds Transfer process (electronic checks) for grant payments. Enclosed is an ACH Credit Authorization Agreement form to be completed with the grantee organization or fiscal agent organization bank account information.

Please return the signed Agreement of Grantee and ACH Credit Authorization forms immediately to the Northland Foundation via email (scanned copies), fax (218-723-4048), or USPS (hard copies) in order for our accounting department to release your payment from Republic Bank.

The Northland Foundation will issue a single payment for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$1,000.00 on 12/01/2015**.

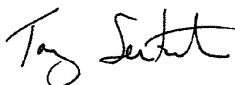
The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the activities, outcomes, and financial expenditures of your project. We will expect this report from you by: **05/31/2016**.

Please provide us sufficient narrative to describe the activities and impact of your project. For your convenience, you may access the report form through the Grantee Portal.

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carole Saylor, Grants Manager if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,



Tony Sertich
President

Attachments
cc: Carole Saylor



AGREEMENT OF GRANTEE

As a condition of a total grant of **\$1,000.00** from the Northland Foundation to **Duluth Public Schools - ISD #709** in support of the ***MDE & MESPA 2015-16 PreK-3rd Grade Leadership Series Funding Support request***, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated 10/28/2015 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Name of Organization or Fiscal Agent

Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

Date

Project # 15-16674



COMMUNITY GRANT AGREEMENT

LCTS FUNDING

THIS AGREEMENT, by and between **THE GOVERNING BOARD OF THE FAMILY SERVICE COLLABORATIVE- southern St. Louis County**, 1701 N. 9th Avenue, Virginia, MN 55792 (hereinafter referred to as "Governing Board") and **Duluth Public Schools Early Childhood Programs**, (hereinafter referred to as "Provider").

WITNESSETH:

WHEREAS, the Governing Board administers the Local Collaborative Time Study (LCTS) and receives reimbursement from the federal government **for the purpose of expanding prevention and early intervention services to families and children;**

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Governing Board and the Provider agree as follows:

1. Services to be Provided and Effective Dates of Service

- A. The Governing Board agrees to purchase and the Provider agrees to furnish the following services, as part of the Collaborative Service Program:

EARLY CHILDHOOD MENTAL HEALTH & STAFF TRAINING IN CIRCLES OF SECURITY

- B. The effective dates of this agreement will be from October 2015 – May 2016

Cost of Services:

Total reimbursement for the project shall not exceed: \$19,688

3. Conditions of the Parties Obligations

- A. Reporting: The Provider will provide a final report to the Governing Board. This report will include a fiscal report detailing expenditures and a narrative report on progress and outcomes achieved. These reports will be provided to the Director at project completion as requested.
- B. Outcomes: The Provider agrees to track the identified outcomes, indicators and target goals during the period of this Agreement

4. Cancellation, Default and Remedy

- A. This Agreement shall continue in effect until terminated by either party, with 30 days advance, written notice.
- B. Waiver of any default shall not be deemed to be a waiver of any subsequent defaults.
- C. In the event of cancellation of this contract, the Provider will return to the Collaborative the balance of funds received and not expended.

In WITNESS WHEREOF, the parties have executed this Agreement.

Name: [Signature] Name: [Signature]
Head Start Director-Duluth Public Schools Family Services Collaborative

Date: July 30, 2015 Date: 7-28-2015

FSCSSLC GRANT APPLICATION BUDGET WORKSHEET

1. COS 8 hours a month for 8 months to do 2 groups a month for 1 MH consultant at \$57.00 per hour=**\$3648**.

22 staff @ \$22.00 per hour for 2 hours per month for 8 months = **\$7744**.

2. MORE MH TIME 4 hours a month for 8 months at \$50. Per hour for SR/ECFE/CE= **\$1600**.

MORE MH TIME FOR HS 4 hours a week for 33 weeks at \$50. Per hour =**\$6600**.

DISTRICT CONTRIBUTION

\$1100. District services to administer the grant funds for the grant period. Is for Chris, Susan and Sharie. I combined their costs at 1%.

\$22,572. Current Mental Health Consultant budget for 2015-2016 for Head Start only.

\$750. Oversight of Circle of Security participants and Mental Health consultants. This is 1% of my costs.

Total- \$44,014.

FCS-\$19,592.

ECH-\$24,422.



October 21, 2015

Project # 15-16643

Annette Petersmeyer
Woodland Hills Academy - ISD #709
110 West Redwing Street
Duluth, MN 55803

Dear Annette Petersmeyer:

I am pleased to inform you that the Northland Foundation's *KIDS PLUS Youth in Philanthropy Board* has reviewed your proposal for the **Helping Animals and Youth** and has approved a grant of **\$600.00** for the period (10/01/2015 to 05/31/2016) to **Woodland Hills Academy - ISD #709**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted. Your grant was made with funding support from Minnesota Power. Please take a few minutes to send a special "thank-you" to Aimee Curtis, Foundation Director, Minnesota Power, 30 West Superior Street, Duluth, MN 55802.

The Agreement of Grantee is attached for your review. If you agree with the conditions presented, please have it signed by the authorized official.

The Northland Foundation has implemented an Electronic Funds Transfer process (electronic checks) for grant payments. Enclosed is an ACH Credit Authorization Agreement form to be completed with the grantee organization or fiscal agent organization bank account information.

Please return the signed Agreement of Grantee and ACH Credit Authorization forms immediately to the Northland Foundation via email (scanned copies), fax (218-723-4048), or USPS (hard copies) in order for our accounting department to release your payment from Republic Bank.

The Northland Foundation will implement a full payment schedule for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$600.00 on 12/01/2015**.

The Northland Foundation will be making public news releases through the regional media regarding all of the KIDS PLUS *Youth in Philanthropy* grant awards. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation and Minnesota Power would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the activities, outcomes, and financial expenditures of your project. We will expect this report from you by: **05/31/2016**. Please provide us sufficient narrative to describe the activities and impact of your project. For your convenience, the reporting form is available on-line at www.northlandfdn.org/Grants/ReportingForms. The completed report can be submitted electronically to carole@northlandfdn.org.

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carole Saylor, Grants Manager if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,

Tony Sertich
President

Attachments
cc: Carole Saylor



AGREEMENT OF GRANTEE

As a condition of a total grant of **\$600.00** from the Northland Foundation's *KIDS PLUS Youth in Philanthropy Board* to **Woodland Hills Academy - ISD #709** in support of the *Helping Animals and Youth request*, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated 10/19/2015 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Name of Organization or Fiscal Agent

Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

Date

Project # 15-16643





ORDEAN

FOUNDATION

October 13, 2015

William Gronseth, Superintendent
Duluth Public Schools, ISD 709
215 North First Avenue East
Duluth, MN 55802

Dear Mr. Gronseth:

I am pleased to inform you that the Ordean Foundation Board of Directors has acted favorably on your request. The Board agreed to provide a \$40,000 grant for Habitat Teen Parent Collaborative for a period not to exceed one year.

Enclosed are three copies of the Grant Agreement for your signature.

Please return the three signed copies and Board resolution to this office as soon as they are completed so we may sign and return an executed contract copy to you. Please be advised of the following information:

1. The Agreement requires the adoption and submission of a resolution of your Board of Directors accepting the grant offer and its terms;
2. If Ordean's payment is due upon execution of this agreement, a letter of request for payment should accompany the signed contracts;
3. Ordean processes payment requests every other week.

Please note that we require grant recipients to use the Minnesota Common Report Form for all quarterly and final reports. I have enclosed three copies in the copy of the letter sent to Ms. Deidre Quinlan for her to use. Thank you for your cooperation.

Sincerely,

Joe Everett
Program Director

Enc.

cc: Deidre Quinlan

RECEIVED

OCT 19 2015

**GRANT AGREEMENT
CONTRACT #15-814**

THIS AGREEMENT made this 13th day of October 2015 by and between INDEPENDENT SCHOOL DISTRICT #709, a Minnesota Corporation, hereinafter called Grantee, and ORDEAN FOUNDATION, a Minnesota Corporation, hereinafter called Ordean;

W I T N E S S E T H

WHEREAS Grantee has applied to Ordean Foundation for a grant of Forty Thousand and no/100 Dollars (\$40,000) and Ordean has agreed to make a grant to Grantee not to exceed Forty Thousand and no/100 Dollars (\$40,000) to provide funds for Habitat Teen Parent Collaborative for a period not to exceed one year.

NOW THEREFORE, in consideration of said grant and the agreements herein contained, Ordean and Grantee hereby agree as follows:

1. Grantee shall use said grant solely for the respective purposes above set forth as described in the grant application dated September 15, 2015 as supplemented which is in the files of Ordean.

2. Said grant will be paid to Grantee on the following dates and in the following amounts:

PAYMENT 1

Thirteen Thousand Three Hundred Thirty Three and 33/100 Dollars (\$13,333.33) on or about September 1, 2015 upon execution of this agreement and presentation of an invoice requesting payment;

PAYMENT 2

Thirteen Thousand Three Hundred Thirty Three and 33/100 Dollars (\$13,333.33) on or about January 1, 2016 upon presentation of a Minnesota Common Report Form progress report for the September 1, 2015 to December 31, 2015 grant period and an invoice requesting payment;

PAYMENT 3

Thirteen Thousand Three Hundred Thirty Three and 34/100 Dollars (\$13,333.34) on or about April 1, 2016 upon presentation of a Minnesota Common Report Form progress report for the January 1, 2016 to March 31, 2016 grant period and an invoice requesting payment.

NO GRANT PAYMENTS WILL BE MADE UNTIL EACH REQUIRED PROGRESS REPORT HAS BEEN PRESENTED TO ORDEAN. A MINNESOTA COMMON REPORT FORM SHALL BE SUBMITTED FOR THE FINAL GRANT PERIOD WITHIN THIRTY (30) DAYS OF THE END OF THE GRANT PERIOD.

Any part of said grant which has been paid to Grantee and which has not been used by Grantee for the purposes aforesaid on or before August 31, 2016 shall be repaid by Grantee to Ordean on or before September 30, 2016.

3. Grantee shall furnish evidence satisfactory to Ordean that Grantee has firm commitments for cash contributions for the purposes hereinabove set forth from the grantee or other funding sources of not less than the additional amount required to fund the complete program of work described in the said application to Ordean. Further, that upon completion of the program year the Grantee shall furnish Ordean an accounting of application of funds demonstrating that the Grantee has applied said funds to the

program. During or immediately following the close of the program year, Ordean will evaluate progress in achieving stated goals and accomplishments of the program. It will be the responsibility of the Grantee to provide such records and data as is necessary to complete such evaluation. This Agreement shall not be construed to make Ordean liable to any person for the payment of salary wages or other benefits nor make Ordean the employer for any purpose, and Grantee agrees to indemnify Ordean against any claim of any participant and any claim of any other person, firm, corporation or government entity, arising out of said Program.

4. Grantee shall furnish Ordean a resolution duly adopted by the governing body of Grantee and certified by its Corporate Secretary or Assistant Secretary accepting the grant hereinabove described, evidencing the agreement of said governing body to all of the provisions in this grant agreement contained, and authorizing the execution of the grant agreement by Officers of Grantee.

5. Grantee shall furnish Ordean a letter from the Internal Revenue Service evidencing its determination that Grantee is an exempt organization under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation which is not an operating foundation. Should the tax exempt status of the Grantee be revoked or changed at any time during the term of this contract, it is the responsibility of the Grantee to inform Ordean of said change or revocation within thirty (30) days of receipt of such notice from Internal Revenue Service or prior to the disbursement of any further funds, whichever shall occur first.

6. Grantee shall file in the Office of the Attorney General of Minnesota, and shall submit to Ordean in duplicate, a full and complete annual report on the manner in which said grant has been expended, Grantee's compliance with the terms of this agreement and the progress made toward achieving the purposes for which said grant was made within sixty (60) days following the end of each calendar year in which any part of said grant is received by Grantee, and all subsequent years, if any, in which such reports are required to comply with Treasury Regulations ss 53.4945-5, or any other law or regulation which may be applicable from time to time. If Grantee's taxable year is not a calendar year, such reports may be so filed and submitted within sixty (60) days following the end of Grantee's corresponding taxable years.

7. Grantee shall maintain complete records of its expenditures of said grant, and make the same available to Ordean at any reasonable time.

8. Grantee shall not use any part of said grant:

- (a) To carry on propaganda, or otherwise to attempt, to influence legislation (within the meaning of Section 4945 (d) (1) of the Internal Revenue Code),
 - (b) To influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4945 (d) (2) of the Internal Revenue Code),
 - (c) To make any grant which does not comply with the requirements of Section 4945 (d) (3) or (4) of the Internal Revenue Code, or
 - (d) To undertake any activity for any purpose other than one specified in Section 170 (c) (2) (B) of the Internal Revenue Code.
-

IN TESTIMONY WHEREOF, said parties have caused this agreement to be executed by their Officers thereunto duly authorized the day and year first above written.

INDEPENDENT SCHOOL DISTRICT #709

BY _____
ITS _____

BY _____
ITS _____

ORDEAN FOUNDATION

BY _____
ITS President

BY _____
ITS Secretary

September 22, 2015

Project # 15-16580

Victoria Sundell
Duluth Early Childhood Family Education
Barnes Early Childhood Center
2102 N. Blackman Ave.
Duluth, Minnesota 55811

Dear Victoria Sundell:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **ECSE/ECFE Parent Support Group: Parent Talk** and has approved a grant of **\$1,010.00** for the period (09/01/2015 to 06/30/2016) to **Duluth Public Schools - ISD #709** acting as Fiscal Agent for **Duluth Early Childhood Family Education**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

The Agreement of Grantee is attached for your review. If you agree with the conditions presented, please have it signed by the authorized official.

The Northland Foundation has implemented an Electronic Funds Transfer process (electronic checks) for grant payments. Enclosed is an ACH Credit Authorization Agreement form to be completed with the grantee organization or fiscal agent organization bank account information.

Please return the signed Agreement of Grantee and ACH Credit Authorization forms immediately to the Northland Foundation via email (scanned copies), fax (218-723-4048), or USPS (hard copies) in order for our accounting department to release your payment from Republic Bank.

The Northland Foundation will issue a single payment for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$1,010.00 on 11/01/2015**.

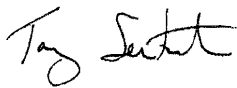
The Northland Foundation will be making public news releases through the regional media regarding all of the grants awarded. Please utilize your community media resources to announce receipt of these funds to your project. The Northland Foundation would appreciate being acknowledged as a source of support in all news releases initiated by you. Please provide us with copies of any press coverage and photographs received by your project, as well as any media releases and program materials you produce. These will be added to your file and may be utilized by the Northland Foundation in our public information efforts.

As you will note, one of the conditions of the Agreement of Grantee is the submission of a final report on the activities, outcomes, and financial expenditures of your project. We will expect this report from you by: **07/31/2016**.

Please provide us sufficient narrative to describe the activities and impact of your project. For your convenience, you may access the report form through the Grantee Portal.

On behalf of the Northland Foundation, I would like to extend sincere congratulations to you and your organization. Please call Carole Saylor, Grants Manager if you have any questions. I look forward to learning about the progress and success of your project.

Sincerely,



Tony Sertich
President

Attachments
cc: Carole Saylor



AGREEMENT OF GRANTEE

As a condition of a total grant of **\$1,010.00** from the Northland Foundation to **Duluth Public Schools - ISD #709** acting as fiscal agent for **Duluth Early Childhood Family Education** to support the ***ECSE/ECFE Parent Support Group: Parent Talk*** project, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated 09/21/2015 and to notify the Northland Foundation of and obtain its consent to any substantial deviations from said grant application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
3. To permit the Northland Foundation, at its request, to have complete access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
4. To repay to the Northland Foundation any portion of the grant which is not used for the purposes specified herein or in the grant application.
5. To not use the funds for any purpose prohibited by law, and to immediately notify the Northland Foundation of any lawsuit or any proceedings before any federal, state, or local administrative agency, which may be initiated against it.
6. To submit progress reports to the Northland Foundation, detailing activities and progress in accomplishing the objectives of the project, as well as all expenditures made in administration of the grant, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were granted, to submit a detailed final report of the activities carried out under the grant, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this grant, or any payment thereof, may be discontinued, modified or withheld at any time when, in the judgment of the Northland Foundation, such action is necessary to comply with requirements of the law.

Name of Organization or Fiscal Agent

Authorized by Organization
(Administrator, Officer, Board Chair, Superintendent)

Date

Project # 15-16580

