

July 27, 2018

Marcia Nelson, Assistant Principal
Denfeld High School
401 N 44th Ave W
Duluth, MN 55807

Dear Marcia Nelson:

Congratulations. The Minnesota State Arts Board has awarded your organization a fiscal year 2019 Arts Learning grant of \$59,100.

Your next step is to thoroughly review the enclosed contract. Once you have read and understand the limits and requirements of the grant contract, sign, and return it to us within 30 days. The Arts Board cannot make payments, nor can you begin your project or use grant funds for activities, until the contract is signed by all parties. An electronic copy of the fully signed contract will be attached to your WebGrants grant file for your reference throughout the project year.

It is important that you understand all parts of the contract. I'd like to call your particular attention to following sections which address the most frequently asked contract questions:

- 1) **Section D: Payment** will be issued by the state during a three-week window, September 20 – October 10. Payment is made by the state and the timing is not within the Arts Board's control. For grants greater than \$25,000, an initial payment of 95 percent will be made by the payment date; the final 5 percent will be payable upon receipt and approval of the final report.
- 2) **Section F: Contract Amendments** are required for significant changes to the project or budget and must be approved by the Arts Board prior to making those changes. Be sure to contact me if you have any questions or wonder if a contract amendment might be required.
- 3) **Section H: Acknowledgment.** You are required to use the text and logo(s) as detailed in section H to acknowledge your grant. Logos are available from our Web site at <http://www.arts.state.mn.us/grants/support.htm>. I encourage you to take every opportunity to acknowledge this award, in print, in person, and electronically. Please be sure to update your communication staff to insure that current language and logos are being used in program materials.
- 4) **Section I: Reporting.** The final report for this grant will be due on September 30, 2019, and will be completed in WebGrants. A preview of the forms and questions is available in the Status Report component of your grant record under the Instructions section, labeled FY 2019 Final Report Forms. You will be notified when the report forms are available for your use. Grants over \$50,000 will have a monitoring visit conducted by staff midway through the project and also go through a financial reconciliation process at the end of the project period.

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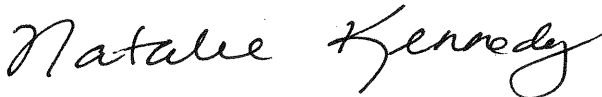
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Finally, it is crucial that we all continue our efforts to highlight the public value of the arts and to connect policy makers to our work. **Please take a minute today to send a letter to your state legislators, thanking them for their support of arts funding.** Help them understand how state grant dollars benefit Minnesota citizens in your area. I also encourage you to communicate with them regularly throughout the year, and find ways to involve them in your activities, such as inviting them to your grant funded public events. Add their contact information to your promotion and marketing contact databases so that they are routinely notified of your activities. Here is the link to locate your district's elected officials:
<http://www.gis.leg.mn/OpenLayers/districts/>.

If you have questions about the program or your award, please contact me at (651) 215-1617 or (800) 866-2787, or via e-mail at Natalie.Kennedy@arts.state.mn.us.

Thank you for your continued commitment to citizens and artists throughout the state. It is through your work that we achieve our vision, that all Minnesotans have the opportunity to participate in the arts.

Sincerely,

A handwritten signature in cursive script that reads "Natalie Kennedy". The signature is written in black ink and is positioned above the typed name.

Natalie Kennedy-Schuck
Program Officer

cc: Application file FY 2019 - 73705
Tonya Sconiers, Principal, Denfeld High School