

Scott Charlesworth-Seiler  
Foundation, President  
Paul Mueller  
Foundation, Vice President  
Rodney Rowe  
Foundation, Secretary-Treasurer  
Dayonna Knutson  
Foundation, Director

May 19, 2016

Ginger Backus  
215 N. 1st Ave. E.  
Duluth, MN 55802

File #: 2016-1222-IMP

Dear Ginger,

I am very pleased to inform you that the Board of Trustees for the Education Minnesota Foundation for Excellence in Teaching and Learning has approved funding for your IMPACT Grant application in the amount of \$13,500.00.

This grant was made possible by your organization's knowledge of the needs in the community and the desire of the foundation board to recognize and meet those needs. We are proud to be your partner in this endeavor.

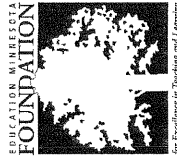
This letter includes a letter of agreement on the following page. Please review, sign and return one of the two copies to us in the postage-paid envelope by July 1, 2016. By signing and returning this letter, you are consenting to the terms of agreement. Your check will be issued when we receive your signed letter. All questions should be directed to Dayonna Knutson, Foundation Director, at 651-292-4834 or dayonna.knutson@edmn.org.

Thank you for serving the members of Education Minnesota—educators working to improve teaching and learning in Minnesota.

Yours truly,

*Scott R. Charlesworth-Seiler*

Scott Charlesworth-Seiler, president  
Board of Trustees  
Education Minnesota Foundation for Excellence in Teaching and Learning



THE VOICE FOR PROFESSIONAL  
EDUCATORS AND STUDENTS

41 Sherburne Ave., St. Paul, MN 55103  
651-227-9541 800-652-9073 Fax 651-292-4802  
www.educationminnesota.org  
Education Minnesota is an affiliate of the American Federation of Teachers,  
the National Education Association and AFL-CIO.

5/19/16



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## IMPACT Grant agreement

Our monitoring and reporting system is simple with the following general requirements designed to assist you. Your agreement to follow these guidelines constitutes our "contract" with you. Returning this signed agreement releases funds to you as coordinator and begins your grant period.

- I agree to use our grant funds for the purpose described in my application. Significant changes in those described plans may need prior discussion with the foundation director, Dayonna Knutson, or the foundation's board of trustees if the changes affect the goals of the application. Any changes in my plans for using grant funds must be approved in advance by the foundation director or the foundation board, if changes are significantly different from those originally approved. I understand that I may be asked to make a change request in writing. I realize that if I do not use the funds for the purposes outlined in my application, I may sacrifice my rights to those funds.
- I understand that my grant funds are to be used between June 2016 and May 2017. Under some circumstances it may be possible to extend a project beyond May 2017. I agree to request approval from the foundation director, Dayonna Knutson, if I need to extend the date of my project.
- I agree to submit two financial reports. The Interim Financial Report is due by Jan. 31, 2017, and the Final Financial Report by July 1, 2017, unless my project's ending date has been extended. These reports and their accuracy are my sole responsibility.
- I understand that the grant period extends in compliance with the activities and/or services described in the grant application. At the end of the grant period, I agree to return any unused funds to the Education Minnesota Foundation for Excellence in Teaching and Learning.
- I agree to submit a final report on my project. This report is due by July 1, 2017. This report and its accuracy are my sole responsibility.
- I agree that if I wish to continue for another year with this project, I will submit a Request for Continuation of IMPACT Grant letter. I will indicate how I wish to continue for another year, expanding on the current project and indicate the new purpose and goals and include a new budget sheet. This letter is due by July 1, 2017, and should be submitted with the Final Project Report.
- I also agree to allow the Education Minnesota Foundation for Excellence in Teaching and Learning to publish, in any form, information about my project, including photographs. This published information could include my name, organization name, phone number, or email address.
- I agree to acknowledge the Education Minnesota Foundation for Excellence in Teaching and Learning as a funder in all publicity, printed material or publications about my project. This may include using the foundation logo on printed materials (contact Sam Jasenosky at 651.292.4869), crediting the Education Minnesota foundation in interviews, presentations, etc.
- I understand that I will be called upon from time to time to share information with other educators about my project. I may be asked to do this through telephone inquiries, by mail, or by being asked to participate in workshops, seminars or meetings. I agree to participate in these functions. I also understand that when I am asked to participate in programs or events sponsored by Education Minnesota or the Education Minnesota Foundation for Excellence in Teaching and Learning, reasonable travel, food and lodging expenses will normally be reimbursed.
- I understand that my partnership with and receipt of funds from the Education Minnesota Foundation for Excellence in Teaching and Learning is intended to ultimately benefit the educators and students of Minnesota.

Thank you for participating in this process. Please don't hesitate to contact Dayonna Knutson if you have questions or concerns.

Please sign, date and return this letter in the envelope provided and retain a copy for your records.

Scott R. Charlesworth-Sale

Scott Charlesworth-Seiler, board president

Dayonna Knutson

Dayonna Knutson, foundation director

Ginger Bakkus

Ginger Bakkus, coordinator

6/13/16

Date