

# NORTHLAND FOUNDATION

January 20, 2012

Jessica Leibfried  
Education/Community Engagement Director  
Duluth Superior Symphony Orchestra  
331 West Superior Street  
Suite 100  
Duluth, MN 55802

Project #5124

Dear Ms. Leibfried:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **Duluth Superior Symphony Orchestra Young People's Concert** and has approved a grant of **\$2,000.00** for the period (2/1/2012 to 3/31/2012) to **Duluth Superior Symphony Orchestra**. If the timeline for your project is different than what is identified above, please notify us and your reporting date will be adjusted.

Enclosed are two copies of the Agreement of Grantee for your review. If you agree with the conditions presented, please have one copy signed by the authorized official and return it to our office by **January 31, 2012**.

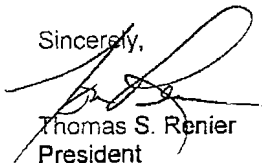
The Northland Foundation will implement a full payment schedule for this grant. If all of the grant conditions are met, this payment will be distributed in the sum of **\$2,000.00 in February 2012**.

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 progress, outcomes, and financial activity of your project. We will expect this report from you by **April 30, 2012**. Please provide us sufficient narrative to describe the progress and impact of your project. For your convenience, the reporting form for grants "\$5,000 and Under" is available on-line at [www.northlandfdn.org/Grants/ReportingForms](http://www.northlandfdn.org/Grants/ReportingForms). The completed report can be submitted electronically to [carole@northlandfdn.org](mailto:carole@northlandfdn.org). If you would like to request a paper copy of the report form, contact Carole Saylor at the Foundation.

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

Sincerely,



Thomas S. Renier  
President

Enclosures

cc: Carole Saylor  
Carol Chipman



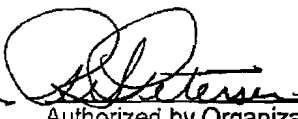
*Building a Strong Foundation for the Future of Our Region*

## AGREEMENT OF GRANTEE

As a condition of a total grant of **\$2,000.00** from the Northland Foundation to **Duluth Superior Symphony Orchestra** to support the **Duluth Superior Symphony Orchestra Young People's Concert project**, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the grant notification letter dated January 20, 2012 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.

Duluth Superior Symphony Orchestra  
Name of Organization or Fiscal Agent

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

January 24, 2012  
Date

Project #5124