

# NORTHLAND FOUNDATION

October 18, 2012

Pam Rees, Director  
Duluth Head Start - ISD #709  
2102 North Blackman Ave  
Duluth, MN 55811

Project #5353

Dear Ms. Rees:

I am pleased to inform you that the Northland Foundation has reviewed your proposal for the **Head Start Parent Group project** and has approved a grant of **\$4,825.00** for the period (10/1/2012 to 3/31/2013) to **Duluth Head Start - 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.

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 **October 31, 2012**.

**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 a hard copy of the form immediately to the Northland Foundation via USPS or fax 218-723-4048 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 **\$4,825.00 in December 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, 2013**. 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*