



April 28, 2011

Dr. Keith Dixon
Superintendent
ISD#709 - Duluth Public Schools
215 North First Avenue East
Duluth, MN 55802

Dear Dr. ^{Ced}Dixon:

I am pleased to inform you that the Board of Trustees, at its meeting on April 27, 2011 approved a grant of \$16,000 from the Scott D. Anderson Leadership Foundation Fund for your project/program - "Scott Anderson Leadership Forum - Year IX."

Enclosed please find our Grant Agreement. If these conditions are acceptable to you, please return the signed and dated document to us as soon as possible. Once the agreement has been received, a check in the amount of \$16,000 will be mailed to ISD#709 - Duluth Public Schools.

As we understand the term of this grant to be through 12/31/2011. Please submit a Final Project Report, including all requested materials, by 2/28/2012. The form is available on our Web site (www.dsacommunityfoundation.com). The report will help us determine the effectiveness of this grant. We also request that the Community Foundation be credited for this grant in all related publicity materials and that you forward copies of those materials to us for our files. Credit lines should read, "Funded (or Funded in part) by the Scott D. Anderson Leadership Foundation Fund of the Duluth Superior Area Community Foundation."

We are very pleased to be able to help you with your project and wish you continued success.

Sincerely,

Holly C. Sampson
President

Enclosures

Private giving for the public good.

"Fostering generosity, civic engagement, and inclusiveness"

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**DULUTH SUPERIOR AREA COMMUNITY FOUNDATION
GRANT AGREEMENT**

The undersigned hereby agrees to the following grant conditions:

1. To use the funds only for the designated purpose as described in the grant application and subsequent grant notification letter; to notify the Duluth Superior Area Community Foundation of and obtain its consent to any substantial deviation from said grant application; and to not use the funds for any purpose prohibited by law.
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, and manner in which, grant funds have been expended.
3. To permit the Duluth Superior Area Community Foundation, at its request, to have reasonable 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 return to the Duluth Superior Area Community Foundation any unexpended funds or any portion of the grant which is not used for the purposes specified herein.
5. To recognize the Duluth Superior Area Community Foundation in all publicity materials related to the funded project or program, as specified in the grant notification letter.
6. To submit the Final Project Report, including all requested materials, by 12/31/2011 as specified in the grant notification letter.

Name of Organization: ISD#709 - Duluth Public Schools
215 North First Avenue East
Duluth, MN 55802

Project Title: Scott Anderson Leadership Forum - Year IX

Grant Amount: \$16000 **Fund:** Scott D. Anderson Leadership Foundation Fund

Keith M. Dixon
Printed Name


Signature

Grant Number: 20110141

Superintendent of Schools
Title

5/4/11
Date

~Please remember that in order to promptly process your agreement and distribute funds, this form must be signed and returned to the Community Foundation by 12/31 of the year in which the grant was approved. A one month extension may be approved if necessary.

Minnesota Common Grant Application Form

PROJECT BUDGET

INCOME

<u>Source</u>	<u>Amount</u>
Support	
Government grants	\$
Foundations (Scott D. Anderson Leadership F.)	\$ 16,000
Corporations	\$
United Way or other federated campaigns	\$
Individual contributions	\$
Fundraising events and products (Registration fees: 82 students x \$150)	\$ 12,300
Membership income	\$
In-kind support	\$
Investment income	\$
Revenue	
Government contracts	\$
Earned income	\$
Other (specify) Carry over from 2010	\$ 2,136
	\$
Total Income	\$ 30,436

EXPENSES

<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages	\$	
Workshop Group Facilitators (15 @ up to 48 hrs x \$20.46 per hr)	\$ 12,642	
Program/Managing Directors (4 @ 100 hrs x \$20.46)	\$ 8,184	
	\$	
SUBTOTAL	\$ 20,826	
Insurance, benefits and other related taxes	\$ 1,082	
Consultants and professional fees	\$ 1,250	
Travel – student transport	\$ 600	
Equipment	\$	
Supplies – books, snacks, refreshments, t-shirts, etc.	\$ 5,935	
Printing and copying	\$	
Postage & Mailings	\$ 275	
Rent and utilities – custodial fee	\$ 468	
In-kind expenses	\$	
Depreciation	\$	
Other (specify) –	\$	
	\$	
Total Expense	\$ 30,436	
Difference (Income less Expense)	\$ 0	

See attached Excel document for more detailed budget breakdown.

Minnesota Common Grant Application Form

Budget Narrative-Scott Anderson Leadership Forum

INCOME

<u>Source</u>	<u>Amount</u>
Registration fees (82 students x \$150)	\$12,300
Carry over from last year	2,136
SALF grant (to Duluth Public Schools)	<u>16,000</u>
Total income	\$30,436

EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries Team Leaders ³ (15 @ 48 hrs x \$20.46)	
Program/Managing Directors ⁴ (4 x \$2,046 = 100 hrs @ \$20.46)	\$20,826
Fringe Benefits – FICA, TRA, Wrk Comp, Unempl Comp	1,082
Keynote speaker	1,250
Postage & Mailings	275
Student Transportation – buses	600
Forum Expenses (supplies, meals, T-shirts, books, custodial fee)	<u>6,403</u>
Total expenses	\$30,436

Supporting Information

Each school can send an allotted number of students based on their enrollment. Each school selects participants as they wish, some by application, some by selection for potential, some by need for leadership training. Many schools have given scholarships for the \$150 registration fee to be sure that students who can't afford the fee have the opportunity. Many students are selected because they have potential but have not had an opportunity. The Forum is still a developing program and the issues of cost and selection are evolving.

Prior to Forum: 4 meetings of 2 hours each with Directors for team building, Forum orientation and initial planning, Team Leaders assume presentations and committee responsibilities; 40 hours Scott Anderson Leadership Forum, 5 days, Monday, June 20-Friday, June 24, 2011 at Superior Middle School, estimated 5 hours of preparation for presentations or following up on committee responsibilities (in-kind cost). Team Leaders will be paid based on their level of participation.

Director's Responsibilities: Same involvement as Team Leaders, plus responsibility for putting together and managing all the content and logistics of the planning for and running the Forum itself, including meetings for administrative responsibilities (e.g., grant reports, grant writing, preparation), planning (e.g., site selection, staff recruitment, Forum date), arrangements in the fall and winter before Forum planning with staff begins, assessment development, establishing a Forum Guide of job descriptions.

Well-respected and qualified leadership motivational Keynote speaker, Craig Hillier, will present to the Forum.