

April 9, 2019

Jen Jaros, ECFE Coordinator
Duluth Public School
215 N 1st Ave E
Duluth, MN 55811

Dear Jen,

The Northland Foundation is pleased and excited to provide \$5,000 in funding for the period September 1, 2019 to May 31, 2020 to assist Child Care Mentoring Program. Enclosed you will find a project agreement to be signed and returned to the Northland Foundation. This contract is to establish that your organization will serve as fiscal agent for the funding and will act in a supervisory capacity for the project. Once we receive the agreement, we will process the payment.

If you have any questions, please call me at (218) 723-4040.

Sincerely,

A handwritten signature in black ink that reads "Lynn M. Haglin". The signature is written in a cursive style with a large initial "L" and "H".

Lynn M. Haglin
Vice President/KIDS PLUS Director

Enclosure

PROJECT RECIPIENT AGREEMENT

As a condition of the Northland Foundation to **Duluth Public School – ECFE (Early Childhood Family Education)** in support of the **Child Care Mentoring**, the undersigned agrees:

1. To use the funds only for the designated purpose as described in the funding notification letter dated **April 9, 2019**, and to notify the Northland Foundation of, and obtain its consent to, any substantial deviations from said project application.
2. To maintain its books and records to show, and separately account for, the funds received under this grant, and to maintain adequate records of expenditures to identify the purposes for which grant funds have been expended.
4. To repay to the Northland Foundation any portion of the funding 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 project, as requested by the Northland Foundation staff.
7. Upon completion of the period for which funds were expected, to submit a detailed final report of the activities carried out under the project, a final expenditures report, and an evaluation of what has been accomplished by the project.
8. That the total amount of this project, 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.

ISD 709 ECFE
Name of Organization or Fiscal Agent

Cathryn Elson
Authorized by Organization CFO
(Administrator, Officer, Board Chair, Superintendent)

04/15/19
Date