RICHLAND COUNTY FOUNDATION

August 27, 2021

Mr. Kevin Kimmel
Superintendent
Mid-Ohio Educational Service Center
890 W. Fourth St., Ste. 100
Mansfield, OH 44906

Dear Mr. Kimmel:

The Richland County Foundation Teacher Assistance Program (TAP) grant committee has considered a recent request for *ACT WorkKeys National Career Readiness Certificate Assessment Funds - Cassandra Lowery*. We are pleased to inform you that a grant has been approved in the amount of **$1,440.00.**

Enclosed are **two** copies of the Foundation's Grant Contract. Please read this information over carefully, and if the conditions meet with your approval, sign and **return the original** to me and **retain the second copy** for your records. The Foundation will release its funds as outlined in the Grant Contract. If you have any questions concerning the Grant Contract, Payment, or Special Conditions please contact me at the Richland County Foundation. Additionally, included you will find a copy of the grant application submitted to include with your records. Please note, there may have been changes made to the budget and scope after application submission. You may reach out for any needed clarifications.

The Foundation generally does not fund a specific program beyond one year. Therefore, please do not interpret this specific grant as any indication of future funding for this particular program.

If you plan any publicity regarding this program, the Foundation would appreciate being recognized as a donor. Enclosed, please find RCF's guidelines to publicize your grant.

Sincerely,

Siera Marth-May

Siera Marth-May, Community Investment Officer

Enclosures: Grant Contract, Return Envelope, Guidelines & Grant Application

181 South Main Street, Mansfield, Ohio 44902-7910 • (419) 525-3020 • FAX (419) 525-1590
www.richlandcountyfoundation.org

CONFIDENTIAL
GRANT CONTRACT

Grant #20210621

The Foundation's grant to your organization is for the explicit purpose(s) described below and is subject to your acceptance of the following conditions. PLEASE RETURN A SIGNED COPY TO THE FOUNDATION.

Grantee: Mid-Ohio Educational Service Center

Address: 890 W. Fourth St., Ste. 100
Mansfield, OH 44906

Amount: $1,440.00

Purpose: ACT WorkKeys National Career Readiness Certificate Assessment Funds - Cassandra Lowery

Grant period: August 27, 2021 – June 1, 2022

Payment schedule: A grant check(s) or funds will be released to you upon our receipt of the signed Grant Contract.

Funds that are not expended or encumbered during the grant period should be returned to Richland County Foundation unless the Foundation makes written authorization to extend the award beyond the original end date of the grant period.

Special conditions: Funds may only be used specifically as stated on this contract:
To support the needs of the grant program as detailed and requested in the grant application.
The Foundation office must approve any change in the use of these funds.

The Foundation staff also should be informed if there are any other program changes.

Reporting requirements: To complete the final report; please go to our website at www.richlandcountyfoundation.org. You will find the final report form by clicking Grants and Scholarships, and then choose Grants in the dropdown menu.

In addition, we ask, if possible, for some media coverage of your program to be published identifying the support of the Foundation, and pictures of the program. If you have any digital/electronic media that the Foundation could use in newsletters, annual reports or other publications, please forward them via e-mail to smarth@rcfoundation.org.

GRANT CONDITIONS

Following grant conditions must be adhered to in the use of any grant made by the Richland County Foundation.

The funds provided pursuant to this grant may be spent only in accordance with the provisions of this signed contract. The program is subject to modification only with the Foundation's prior written approval.

The grantee shall return to the Foundation any unexpended funds:

1. At the end of the grant period, or
2. If the Foundation determines that the grantee has not performed in accordance with this agreement and approved program/budget, or
3. If the grantee loses its 501(c)(3) tax exemption

No funds provided by the Foundation may be used for any political campaign or to support attempts to influence legislation of any governmental body.

In accepting this grant, the grantee agrees to indemnify, defend and hold harmless the Richland County Foundation from any liability, loss, cost, injury, damage or other expense that may be incurred by the Richland County Foundation or claimed by any third person against it as a result of the Foundation's funding of the project or any action or non-action taken in connection with the project.

The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

Unless otherwise stipulated in writing, this charitable grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

The grantee will furnish the Foundation with a written report, including a fair and complete financial statement and a brief narrative that describes program progress, upon the completion of the program for which the grant has been made. The Foundation may also request interim reports, and, in any case, will be supplied with a report at least once during the term of the grant.

Such reports shall supply sufficient information as necessary for the Foundation to determine that the grant is being used for the purposes intended and for the Foundation to fulfill its own public reporting responsibilities.

The Richland County Foundation is pleased to have made a charitable grant to your organization and looks forward to receiving your Grant Report for this project by June 1, 2022. To complete the final report; please go to our website at www.richlandcountyfoundation.org. You will find a link to the report on our *Grant Opportunities* page.

For the Grantee:

K Gimmel — 9/1/2021

Signature of CEO/ President/ Executive Director — Date

Kevin D. Kimmel

Print Name and Title

For Richland County Foundation:

Bradford S. Groves, President — 8/27/2021

Date

RICHLAND COUNTY FOUNDATION

Guidelines to publicize your grant

Congratulations on your recent grant from Richland County Foundation. When the good news of a grant gets publicized, the benefit is widespread and can promote further giving. You receive positive attention for the important work you are doing and the Foundation and its donors are recognized for their support.
The following guidelines are intended to help you communicate information about your grant. Please forward this information to the person in your organization responsible for publications and publicity. The content of any proposed publicity concerning this grant is subject to the review and approval of the Foundation prior to its release.

General publicity for your grant:

- Include news of your grant in publications, news releases, newsletters, brochures, annual reports, website, videotapes, advertisements, reports, direct mail, and other outreach materials.

- Include the Foundation's logo in advertisements, signage, programs, and brochures as appropriate. For a copy of the logo email Maura Teynor, mteynor@rcfoundation.org.

- Consider including a link to the Foundation's website richlandcountyfoundation.org on your agency's website e.g., in a list of supporters.

- "Like" the Foundation Facebook page facebook.com/RichlandCountyFoundation and post about your RCF grant and then send us the link!

- Follow the Richland County Foundation page on LinkedIn.

- When referencing support from the Foundation, please use this wording: Support for this program/project was provided by a grant from the Richland County Foundation.

- At the end of the news release, please include, along with a description of your agency, the following: The Richland County Foundation is one of the largest private sources of grant making in Richland County and administers over 375 charitable funds established by individuals, families, and businesses. The mission of the Richland County Foundation is to improve and enhance the quality of life in Richland County through strategic philanthropy and community leadership.

Let us know:

- Send us your stories and photos related to your current or previous Richland County Foundation grants so we can share them with our donors and the community.

- Send us a link to media coverage of your grant-related work.

TAP (Teacher Assistance Program) Grant Application 2021

Deadline : June 25 2021 at 11:59 PM EDT (Midnight) - CLOSED

Applicant Information

Name:	Cassandra Lowery
Email:	lowery.cassandra@moesc.net
App ID:	03266957
Status:	Awarded
Cycle:	None
Last Modified:	Aug 23 2021 16:00 EDT by smarth@rcfoundation.org
App Submitted:	Jun 07 2021 14:01 EDT by lowery.cassandra@moesc.net
App Created:	Jun 07 2021 11:14 EDT by lowery.cassandra@moesc.net
Last IP Address:	34.98.67.249
Unique Apps:	

School & Teacher Information

School

School District	Mansfield
School Building	Abraxas School of Ohio
Building Principal	Shelly Patrick
Building Principal Email	patrick.michelle@moesc.net
Address of School	

Abraxas School of Ohio
2775 State Route 39
Shelby, OH 44875

Abraxas School of Ohio is run by Mid Ohio ESC, which was not listed under school distrcits, owing to why I chose Mansfield.

What grade are the students in your building?	7-12

Teacher

Teacher Name	Cassandra Lowery
Teacher Summer Phone Number	4196316281
Teacher Summer Email	lowery.cassandra@moesc.net
What grade(s) are your students who will benefit from this grant request?	9-12
How many students are in your classroom which will benefit from this grant request?	40

Summary

Summary of Grant Application

Name of Program	ACT WorkKeys National Career Readiness Certificate Assessment Funds

Please give a brief summary of your grant application.

This grant would fund the purchase of 40 ACT WorkKeys assessments in order to provide students with the opportunity to earn a WorkKeys National Career Readiness Certificate.

Project / Program

Project or Program for your Students

Tell us about your project / program for which you are requesting funding.

This program will allow students to successfully complete the three WorkKeys assessments—Applied Math, Graphic Literacy, and Workplace Documents—earn the WorkKeys National Career Readiness Certificate® (WorkKeysNCRC®), a valuable credential for students and job seekers seeking to verify foundational workplace skills. Each assessment is the summation of the ACT WorkKeys Curriculum which provides students with the skills necessary to demonstrate critical thinking, mathematical reasoning, and problem solving techniques for situations that actually occur in today's workplace, identify what information is being presented and understand how to use it, from charts to graphs, diagrams to floor plans, and demonstrate the skills people use when they read and use written text such as memos, letters, directions, signs, notices, bulletins, policies, and regulations on the job.

How will your students benefit from this project / program?

The ACT WorkKeys National Career Readiness Certificate (ACT WorkKeys NCRC®) is an assessment-based credential issued at four levels. The NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations. The WorkKeys Certification provides students with the skills to problem solve, think critically, read and use work-related texts, apply information from workplace documents to solve problems, apply mathematical reasoning to work-related problems, set up and perform work-related calcuations, locate, synthesize, and apply information that is presented graphically, and compare, summarize, and analyze information presented in multiple related graphics. These skills are integral to entering the work force and will help our students be in the top tier of employable adults.

What kind of measurable outcomes will be tracked to determine the success of the program?

The measurable outcomes that can be tracked to determine success of the program are passing scores of student assessments and recording the certificates earned by students. These certificates will be kept on file while the students are still in school and released to the students as they leave the program.

If transportation is an issue, how will it be addressed?

Transportation will not be an issue.

Do you have additional information you think would be helpful to the TAP Committee in making their decision? If so, please upload a PDF here.

WorkKeys Student Infographic.pdf

Budget

Total Project Budget

Please outline the cost of the ENTIRE PROJECT. Describe materials or other expenses associated with your project / program.

Applied Math - $12.00
Graphic Literacy - $12.00
WorkPlace Documents - $12.00
Total for 3 Assesments: $36.00

Total WorkKeysNCRC Assessments Needed: 40

QTY:	Unit Price:	Total Price:
40 Assessments	$36.00	$1,440

What is the TOTAL amount of the items listed above? 1440.00

Richland County Foundation Request

Please describe how Richland County Foundation Funds will be used.

The Richland County Foudnation Funds will be used to purchase 40 student WorkKeysNCRC Assessments for the total price of $1,440. Once a student completes the WorkKeys Curriculum, they will be signed up to complete the WorkKeysNCRC Assessment in order to pass and receive the WorkKeys National Career Readiness Certificate.

What is the TOTAL amount of the items listed above? 1440.00

Other Funders

What are your other sources of funding for this project / program?

There are no other sources of funding for this project.

What is the TOTAL amount of the items listed above? 1440.00

Would you accept partial funding? Yes

If you would accept partial funding, how would you proceed?

I would use the partial funding to purchase as many WorkKeysNCRC Assessments as the budget would allow.

Submit

Approval