

# newventurefund

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September 5, 2018

Tammy Vonderheide  
Kentucky Educational Development Corporation  
904 W Rose Rd  
Ashland, KY, 41102

RE: Grant No: NVF-ECET-Kentucky Educational Deve-GA007488

Dear Mrs. Vonderheide:

The New Venture Fund is pleased to inform you that it has approved a grant to your organization in the amount of \$9,400.00 through our ECET2 Project. This grant is for the Grant Period August 10, 2018—June 30, 2019 and is subject to the terms and conditions contained in the enclosed Grant Agreement.

On behalf of the New Venture Fund, I would like to congratulate your organization on its valuable work and wish you great success in this endeavor.

Sincerely,



Lee Bodner  
President

Enclosure

ECET2 Morehead  
Allison Stone

INSTRUCTIONS:

1. Please review and sign this form.
2. Return electronically to Jennifer Lambert at jennifer.lambert@arabellaadvisors.com

## NEW VENTURE FUND SUBGRANT AGREEMENT

GRANT NUMBER: NVF-ECET–Kentucky Educational Deve-GA007485

DATED: August 10, 2018

The New Venture Fund (“NVF”) and Kentucky Educational Development Corporation (the “Organization”) hereby agree as follows:

- I. **Tax Status.** Organization represents that it is a tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code and that it is not a "private foundation" as defined in Code Section 509(a). Organization shall notify NVF immediately of any anticipated or actual changes in its tax-exempt status.
- II. **Grant Term.** This Grant Agreement (the “Agreement”) shall be effective as of August 10, 2018 (the “Effective Date”), and shall continue through completion, no later than June 30, 2019 (the “Grant Period”).
- III. **Payment Terms.** NVF grants the Organization \$9,400.00 (the “Grant”) to be paid in one lump sum within 30 days of execution of this Agreement.

Grant funds must be fully expended during the Grant Period. All contracts and subgrants funded using Grant funds must be completed by the end of the Grant Period.

- IV. **Grant Purpose.** The Grant may be used only for the following charitable, scientific, literary, religious or educational purposes: to fund the Organization’s ECET2Covington project (the “Project”), as described in the proposal that the Organization provided to NVF dated June 28, 2018, and attached hereto as Exhibit A.
- V. **Lobbying and Voter Registration.** So that NVF may comply with United States tax laws and maintain its status as a tax-exempt public charity under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), it is understood that the Organization agrees to the following:

LOBBYING PROHIBITED: Not to use any funds from this Grant for lobbying activities, as described in Section 501(c)(3) of the Code.

- A. Not to use any funds from this Grant to intervene in any election, to support or oppose any political party or candidate for public office.

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- B. To familiarize yourself with the federal, state, local and foreign rules and regulations applicable to nonprofit organizations, including but not to, (1) lobbying rules under the Code and the Lobbying Disclosure Act (“LDA”), (2) Federal Election Commission (“FEC”) rules, including those regarding “electioneering” communications, (3) rules governing political activities, (4) ethics rules applicable to interactions with Members of Congress and Executive Branch officials, and (5) any equivalent rules and regulations applicable to activities conducted in any state, local or foreign jurisdiction, and to obtain training as necessary. Basic lobbying compliance information is provided in Exhibit C. Please consult with legal counsel to determine how these rules and regulations apply to your Organization.
  - C. Not to use any funds to carry on, directly or indirectly, a voter registration drive.
- VI. **Unspent Funds.** The Organization will return to NVF any portion of the Grant not expended or committed to be expended for the Project by the Grant Period end date. To request a no-cost extension of the grant term, the Organization must provide a written request, including reason and new requested end date, to NVF before the end date of the Grant Period. The Organization must receive an amendment to the Grant to expend funds beyond the Grant Period.
- VII. **Reporting Requirements.**
- A. The Organization shall provide NVF with a final report that is due to NVF on or before July 30, 2019.

The full report must include the following certification:

All Kentucky Educational Development Corporation activities were and are consistent with charitable purposes under Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code. If Kentucky Educational Development Corporation conducted any lobbying activity (whether discussed in this report or not), Kentucky Educational Development Corporation complied with the applicable limits of Internal Revenue Code Sections 501(c)(3) and/or 501(h) and 4911. Kentucky Educational Development Corporation warrants that it is in full compliance with its Grant Agreement with the New Venture Fund, dated August 10, 2018, and that, if the Grant was subject to any restrictions, Kentucky Educational Development Corporation observed all such restrictions.
  - B. The Organization shall prepare the reports in accordance with the reporting guidelines attached hereto as Exhibit B.
- VIII. **Interest.** The Organization is encouraged to use all interest earned on Grant funds to further the Project; however, a formal accounting of such income is not required.
- IX. **Records.** Organization shall (i) maintain complete and accurate separate accounting for the Grant, detailing receipts and expenditures made under the Grant, and (ii) retain these records during the Grant Period and for at least four (4) years after receipt and acceptance of the final report. During this time, Organization shall make such records available to NVF (or its designated

representatives) for inspection or audit at NVF's expense and on reasonable notice to Organization.

- X. **Monitoring and Evaluation.** NVF may, at its expense and on reasonable notice to Organization, monitor and evaluate operations under this Grant. Such monitoring and evaluation may include on-site visits and/or discussions with Organization's personnel.
- XI. **Publicity.** NVF shall include information regarding the Grant in its periodic public reports, and may include such information in press releases or other publicly available materials.
- XII. **Additional Requirements.** Additionally, the Organization agrees:
- A. To comply with all applicable laws or regulations in any jurisdiction in which it conducts activities.
  - B. To cooperate with NVF in supplying any additional information or complying with any procedures that any governmental agency might require for NVF to establish that it has observed all requirements of the law with respect to this Grant.
  - C. To notify NVF immediately of any anticipated or actual changes in the president, executive director or other key personnel identified in the Grant proposal, award letter or this Grant Agreement, or of any anticipated or actual merger, consolidation, sale or transfer of all or substantially all of the Organization's assets. The Organization acknowledges that these changes may trigger NVF's review and reassessment of the Organization's ability to meet the purposes of the Grant. Such review may lead to additional grant provisions or other limitations for unexpended funds.
  - D. Not to use NVF's name in any report or other document prepared for distribution outside of the Organization, either in printed or electronic form, with the exception of listing NVF along with other donors in an annual report or Grant application.
  - E. Not to disclose the name of or any information concerning the funder of any NVF project without the explicit written consent of both the relevant funder and NVF.
  - F. To make any data, research, knowledge and other information developed with these Grant funds freely available to NVF. Organization hereby grants to NVF a perpetual, worldwide right and license to use, publish, distribute, reproduce, copy and modify any intellectual property developed with the Grant funds for non-commercial purposes. At NVF's request, the Organization agrees to execute all necessary or appropriate documents and take all other reasonable steps to document or formalize such rights in these materials.
  - G. To use any revenue realized by the Organization from sales or licenses of the intellectual property created or developed with the Grant funds exclusively for the Project or for educational and charitable purposes, and to ensure that such revenue does not inure to the personal benefit of individual(s) or noncharitable entities.
  - H. Not to regrant any of the Grant funds without NVF's explicit prior approval.
- XIII. **International Representations and Warranties.** The Organization hereby represents and warrants that Grant funds will be used in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders, including, but not limited to, the USA Patriot Act of 2001, as amended. The Organization agrees that it is not, and does not employ or associate with, and is not owned, controlled by, or acting for or on behalf of, and that it will take all reasonable steps to ensure that no person or entity expected to receive funds in connection with this Grant is, (1) a "suspected terrorist" as defined in Executive Order 13224; (2)

a person that is on the Specially Designated Nationals List maintained by the Treasury Department's Office of Foreign Assets Control; or (3) a person with whom NVF is prohibited from doing business with under any anti-terrorism laws of the United States. The Organization will use reasonable efforts to ensure that it does not support or promote in any way violence, terrorist activity or related training, or money laundering. The Organization represents that none of the activities financed by this Grant violate U.S. laws that prohibit corrupt payments to foreign officials for the purpose of obtaining or keeping business, and acknowledges that the NVF has not authorized any activity that would constitute such corrupt payments. The Organization will use reasonable efforts to ensure that Grant funds are not used to make corrupt payments to foreign officials for the purpose of obtaining or keeping business.

**XIV. Right to Modify or Discontinue Funding.**

- A. NVF reserves the right to discontinue funding of the Grant and terminate this Agreement at any time if NVF determines, in its sole discretion, that: (i) it is not satisfied with the progress of the Grant or the content of any written report, (ii) Grant funds are not being used by Organization in an effective and efficient manner to further the Grant's purpose, (iii) there is any anticipated or actual changes in the president, executive director or other key personnel, or (iv) Organization has otherwise failed to comply with the terms of this Agreement.
- B. In the event that NVF makes any such determination, NVF shall have the right to (i) discontinue any further payments to Organization and/or (ii) direct Organization to repay to NVF any Grant funds not used in accordance with this Agreement. NVF reserves the right to discontinue, modify, or withhold any payments due under this Grant, or to modify the terms of this Agreement, to comply with any law or regulation applicable to this Grant or to protect and maintain NVF's tax-exempt status under Section 501(c)(3) of the Code.

**XV. Budget Revisions.** Organization must submit a request for a revision to the Project budget under the following conditions:

- A. For grants of less than three hundred thousand dollars (\$300,000), Organization must seek prior written approval from NVF for (i) any Project budget revision that involves moving funds to a previously unfunded line item, or (ii) any Project budget revision that results in a variance of twenty-five percent (25%) or more of any line item.
- B. For grants of three hundred thousand dollars (\$300,000) or more, Organization must seek prior written approval from NVF for (i) any Project budget revision that involves moving funds to a previously unfunded line item, or (ii) any Project budget revision that results in a variance of ten percent (10%) or more of any line item.
- C. Budget Revision requests should detail the original Project budget, requested new budget and variance with explanation.

**XVI. Release and Indemnity.** To the fullest extent permitted by law, Organization shall release, indemnify, defend and hold harmless NVF and its directors, officers, trustees, employees, representatives and agents from and against any and all claims, demands, suits, damages, liabilities, injuries (personal or bodily), property damage, causes of action, losses, judgments, costs, expenses and penalties, including, without limitation, court costs and attorney's fees, arising out of (directly or indirectly) or related in any way to the negligent or wrongful acts or omissions of Organization or any Organization director, officer, employee or agent in connection

with this Grant or the Project, except to the extent resulting from the negligent or wrongful acts or omissions of NVF.

- XVII. **Human Subject Research.** If the Grant is to be used in whole or in part for research involving human subjects, you hereby certify that you will conduct the research in compliance with the ethical standards and the criteria for approval and conduct of research set forth in United States Department of Health and Human Services policy for the protection of human research subjects (45 C.F.R. Part 46 and related guidance, as amended from time to time) and all other federal and state laws applicable to the research project. Such requirements may include, but are not limited to, obtaining and maintaining institutional review board (IRB) approval and obtaining informed consent of participating research subjects.
- XVIII. **No Waiver.** Failure by either party to require the other party's performance under any provision of this Agreement shall in no way affect such party's right to require full performance under that or any other provision at any time thereafter. In addition, a party's waiver of a breach of any provision of this Agreement shall not constitute a waiver of any succeeding breach of the same or any other provision, or constitute a waiver of the provision itself.
- XIX. **Entire Agreement.** This Agreement (a) constitutes the entire understanding of NVF and the Organization with respect to the subject matter herein, and supersedes all prior agreements and understandings, whether oral or written; (b) is made exclusively with the Organization and may not be transferred or assigned to any other organization or person without NVF's prior written approval; and (c) may be amended or modified only by a mutual written agreement between the parties.
- XX. **Notices.** All notices and other communications under this Agreement shall be in writing, and shall be deemed duly given (a) on the date sent by e-mail if sent during normal business hours of the recipient during a business day, and on the next business day if sent after normal business hours of the recipient, (b) if sent via a nationally recognized overnight courier service (delivery receipt requested), with charges paid by the mailing party, on the later of (i) the first business day following the date of dispatch, or (ii) the scheduled date of delivery by such service, or (c) on the fifth business day following the date of mailing, if mailed by registered or certified mail, return receipt requested, postage prepaid to the party receiving the notice or communication.

All notices and other communications shall be sent to the following addresses, or such other addresses as the parties may designate from time to time by notice in accordance with this Section XX:

To New Venture Fund:  
Jennifer Lambert  
Jennifer.lambert@arabellaadvisors.com  
1201 Connecticut Ave. NW, Suite 300  
Washington, D.C. 20036

To Kentucky Educational Development Corporation:  
MeMe Ratliff  
meme.ratliff@jefferson.kyschools.us

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904 W Rose Rd  
Ashland, KY

XXI. **Governing Law.** This Agreement shall be deemed to be made under, and in all respects shall be interpreted under and governed by, the laws of the District of Columbia.

[Remainder of Page Intentionally Left Blank; Signature Page to Follow]





**EXHIBIT A- PROPOSAL AND BUDGET**

**GENERAL INFORMATION**

<b>Organization</b>	Kentucky Educational Development Corporation	<b>Start Date</b>	August 10, 2018
<b>Primary Contact</b>	MeMe Ratliff	<b>End Date</b>	June 30, 2019
<b>Primary Contact Title</b>	Teacher Engagement Specialist, JCPS	<b>Requested Amount</b>	\$12,000.00
<b>Primary Contact Email</b>	meme.ratliff@jefferson.kyschools.us	<b>Direct Lobbying Amount</b>	0
<b>Signatory Contact</b>	Tammy Vonderheide	<b>Grassroots Lobbying Amount</b>	0



**Proposal Title**  
ECET2Covington

**Purpose**

The ECET2Covington planning team is proposing an ECET2 convening in mid-November, hosted in Covington, KY with 200 attendees.

**APPLICATION QUESTIONS**

**1. Regional need (400 words): Please describe the need for an ECET2 convening in your region, including:**

The most significant challenges facing the educators in the Northern Kentucky area center around trying to provide an equitable learning experience to our students, attempting to close the ever growing achievement gap. Teachers are struggling to get all students to proficiency and/or show growth with budgets that continue to be cut along with dwindling resources to support instruction. Numbers of English Language Learners continues to grow at rapid rates. Our numbers of transient students who have experienced trauma outpace the amount of trainings our educators are offered. In addition, our state's formal mentoring program has been ended, so establishing effective mentoring relationships for newer teachers will be a huge need for our state.

ECET2Covington will address these challenges by providing breakout sessions by teachers in our area creating conversations through colleague circles that allow educators to choose a problem of practice that most impacts their practice, applying their own context to brainstorm for possible solutions/alleviations to these issues. We hope to use our colleague circles as ways to create multi-district virtual professional learning communities after the convening is over. In addition, our regional event is part of a statewide ECET2KY initiative for the year "ECET2KY: Equity Across the Kentucky," which will include monthly Twitter chats and a culminating virtual professional development for the state, following the #KYGoDigital regional virtual event. *A link for your context is provided [here](#).*

While some of our team has planning experience, as part of the "ECET2KY: Equity Across Kentucky" plan for 2018-2019, we will be moving from three regional events to six (in addition to three district convenings). Those planners with experience will serve as leaders and mentors for new team members. For the ECET2Covington convening, we hope that connectivity/proximity of the districts and the cooperation of district leaders will help our team to continue to spread the work of ECET2 in our region. This proximity of schools also will allow us to hold our convening for less money. There are only a handful of schools in this region that have yet to have an educator to attend a conveyng. It is our goal that after this convening, this will no longer be the case.

**2. Intended audience (200 words): Please describe the intended audience for your convening, including:**

We are planning for 200 educators to attend ECET2Covington. By dividing the Northern/Central Kentucky convening from last year, we hope to maintain/build on those numbers by recruiting new attendees and encouraging previous attendees to bring school teams. We anticipate at least 85% new attendees. Over 70% of the schools in the Northern Kentucky area qualify for Title 1 services and we will seek to target educators in those schools by targeted recruitment in those schools. Building on the success of last year's regional convening, we have had several schools that have expressed interest in sending teams to our convening. We plan on having three elementary, three middle and three high school teams. Four of these focus schools are Taylor Mill Elementary, Beechwood High School, Ockerman Middle School and Howell Elementary School. We will utilize testimonials from former attendees, social media and word-of-mouth for the bulk of our recruitment.

**3. Convening goals (800 words): Please describe how the goals of your regional ECET2 convening are consistent with—or reinforce—the desired outcomes of an ECET2 convening, as outlined on Page 2 of this RFP, including:**

ECET2Covington will help teachers improve their classroom practices by providing sessions that promote an equitable learning experience for all students by introducing innovative technologies, utilizing social media for

pedagogical purposes at multiple degrees of competencies, creating pathways for engagement with area, state and national professional organizations, crafting colleague circles designed to create conversations of teachers on shared problems of practice in our region and creating a new monthly Twitter chat focusing on equity issues facing our state.

By establishing a statewide system for our ECET2KY movement, our state has created its own professional network wrapped around ECET2's core principles. The continued momentum since our initial convening in 2014 has created entry points for teacher leadership and connectivity while allowing increased engagement opportunities for past attendees. Our state's overall teacher leadership network has now grown to include multiple teacher-led initiatives, and ECET2Covington will continue to strengthen those connections.

ECET2Covington breakout sessions will provide shareable resources, strong pedagogical practices, innovative technologies and leadership opportunities available for our attendees. Our state is also creating a Google Site that will house all resources from each region based on topics. Since all regional events will focus on the same topic "Equity Across Kentucky," creating this shared, easy to access space will ensure that every attendee of our ECET2KY regional event will become a more seasoned, successful educator in their current or future field of education.

For the 2017-2018 funding year, our challenge for educators was to "share their journey" with their peers. By creating our shared Google Site, this year's events will continue that practice and add an additional step of "bring your peers into the conversation." We will that the monthly #ECET2KY chats will sustain momentum after our event and also encourage our attendees to bring educators to bring educators in their schools/district into the conversation while continuing to foster engagement of former and current attendees.

ECET2Covington will be part of our state's initiative to look at equity and inequity in our region through the intrapersonal , academic, and systemic lenses unique to our region. Through our statewide planning process, we will also be intentional of connecting our regional event to issues faced by educators across Kentucky. Our monthly Twitter chats, planned for the second Monday of each month at 8:00 p.m. Eastern time, will also continue conversations started at our regional convenings.

By engaging and empowering educators at ECET2Covington, creating a Google Site for all resources to be loaded and continued conversations going forward from our regional event, we are enabling them to understand and implement college- and career-ready standards in their classrooms and buildings in collaborative and innovative ways.

**4. Alignment with district- and school-level plans (200 words): Please describe how your convening will align with or complement district- and school-level plans, including:**

ECET2Covington will serve as a catalyst to further promote a growth mindset of "sharing is caring" in our attendees and help them contribute to improving the ability of the district to provide each learner with an equitable learning experience. Our convening will also provide the skill sets they need to more effectively interact with their peers as well as building and district leaders to help engage them in positive, solutions oriented conversations and understand how to implement digital tools in meaningful ways through project based learning and design thinking techniques.

By creating pathways for teachers to become s engaged with the work in districts throughout our region, ECET2KY will help continue to build a culture of collaboration across districts and schools across our region and the state. By focusing on college- and career-ready standards, addressing issues of building climate and

culture, providing sessions on meeting our students where they are and understanding community issues, our convening will complement the work of the districts in the Northern Kentucky region.

This year, we will continue to seek the input for our educational cooperative, the Northern Kentucky Cooperative for Educational Services, district leaders where we have established previous connections and local/state educational organizations. We have also established a strong relationship the KYGoDigital initiative, which has created extensive ties with administrators and district leaders across the state.

**5. Proposed agenda (200 words): Please outline a tentative agenda for your convening that is consistent with your convening goals and with the ECET2 Convening Design Principles described in Appendix A, including:**

A. Possible topics and/or speakers for at least two Cultivating a Calling Keynote addresses include:

1. Katelynn Callahan - Beyond an ACES Score
2. Amelia Brown - Turning Loose your Inner Kinder

B. Potential Colleague Circles -

- Friday night - Introductory colleague circles that establish problems of practice
- Saturday morning - Regional problems of practice
- Saturday afternoon - next steps and implementation

C. Teacher-led breakout session blocks, each with focus on connectivity, content and technology:

- Intrapersonal equity - student level
- Academic equity - school level
- Systemic equity - district/community level

D. Ideas for breakout sessions:

- Vetting equity resources - Jessica Holmes
- Trauma-informed care - Steffany Stubblefield
- Google Suite integration to aid in data dissemination - Amelia Brown
- Connecting to community partners - Steven Chou
- Establishing meaningful mentoring opportunities - Dana Castigliano
- Cultural competency - LaMesa Hampton
- Facing and embracing our biases - Randall Morales
- Social media for pedagogy 101 - DeVontae Bookman
- PBL and design thinking for equity in classrooms - Harold James & Rebecca Ball
- Embracing college- and career-ready standards -Patty Schneider
- Getting more involved - the Kentucky Teacher Leadership landscape - Shannon Miller
- Embracing social media in your school - Melody Stacy

Friday

7:00-7:30 - General Keynote - Cultivating a Calling 1  
7:45-8:30 - Equity Roundtable  
8:30-9:00 - Colleague Circles - define Problem of Practice  
9:00-11:00 - Social networking activity (snacks with cash bar)

Saturday

7:30-8:15 - Breakfast  
8:15-40 - Welcome and Introduction  
8:40-9:00 - Cultivating a Calling 2  
9:00-9:10 - Sharing/Break

9:10-10:10 - Teacher Led Session 1 - Breakout Rooms
10:20-11:00 - Colleague Circles 2 - Problem of Regional Practice
11:00-11:20 - Cultivating a Calling 3
11:30-12:20 Lunch and Performances
12:30-1:30 - Teacher Led Session 2 - Breakout Rooms
1:40-2:40 - Teacher Led Session 3 - Breakout Rooms
2:50-3:30 Colleague Circles - Next Steps
3:13-4:00 Follow up//Door Prizes

**6. Post-convening momentum (200 words): Please describe how you will attempt to keep participants engaged after the convening, including:**

Last year, our state had big plans that did not actualize exactly as we intended. By learning from our shortcomings and from other professional learning successes in the past twelve months, we feel confident that we have created an on-site and post-convening plan that can be implemented with fidelity.

Our presenters will be tasked with making all resources sharable in Google Folders. Attendees will have access to all folders before our convening. Presenter information will be added to their folder and well as a master presenter list with all contact information. After ECET2Covington concludes, our team will take all resources and add them to the new ECET2KY Google site.

We will launch a monthly ECET2KY chat in September to advertise events and highlight equity resources. These chats will be crafted by response to regional participant feedback and will play a key role in sustainability of ECET2 in our state.

After analyzing data and feedback from the KYGoDigital virtual event earlier in June, we have deemed it is the most cost-effective method to reach attendees while also encouraging the future success of the work in the state by continually providing points of engagement for educators and administrators across the state. A one-day virtual experience with keynotes, colleague circles and breakout sessions will mirror an on-site event. We anticipate this event to take place on Wednesday, June 12.

**7. Convening planning team (200 words): Please identify the members of your convening planning team, indicating the following for each member:**

Name	Position and district	Email	Convening(s) attended	Role on Committee
Tiffany Gruen	Instructional Coach, Erlanger-Elsmere Schools	tiffany.gruen@erlanger.kyschools.us	National, regionals, state	Main Contact with Arabella, Executive Committee, budget, recruitment
Amanda Klare	Teacher, Beechwood Independent	amanda.klare@beechwood.kyschools.us	Regionals	Executive Committee, Venue contact, breakouts
Chris Wright	Teacher, Ludlow Schools	chris.wright@ludlow.kyschools.us		Recruitment, budget

Stefanie Stubblefield	, Erlanger-Elsmere Schools	stefanie.stubblefield@erlanger.kyschools.us	Regional	Executive Committee, speakers, recruitment
Laura Schneider	Teacher, Kenton County Schools	laura.schneider@kenton.kyschools.us	National, regionals, state	Budget,
Amelia Brown	Teacher, Kenton County Schools	amelia.brown@kenton.kyschools.us	Regionals	Speakers, recruitment, social media expert

**8. Planning timeline (100 words): Please provide an estimated timeline for planning your regional ECET2 convening, including:**

We anticipate ECET2Covington will take place in mid November.

Planning Timeline	Milestones
Upon application approval	Begin to formally recruit attendees and school teams, reach out to targeted funders, begin social media campaign
90 days prior to event	Secure lodging and Saturday site, continue social media campaign, reach out to possible food vendors
60 days prior to event	Finalized session presenters and keynotes, topics and folder structure, secure food and drinks. Begin to highlight keynote speakers on social media
30 days prior to event	Finalize agenda, food/drink and presenters/speakers. On-site roles assigned. Regular communication with attendees. All materials ordered.
14 days prior to event	Lodging numbers set, final agenda sent to attendees. Name badges printed.
7 days prior to event	All details finalized and materials have been received

**9. Sustaining the ECET2 community (300 words): Please describe how your convening—through the composition of your planning team, your marketing and outreach efforts, any post-convening activities, and your convening itself—will serve to sustain and/or strengthen the nationwide ECET2 community beyond 2019.**

As has been highlighted throughout this application, ECET2Covington is part of a statewide initiative to create sustainability for ECET2KY going forward. We have consistently marketed this work as a “whole group” effort of connecting ALL educators in Kentucky. We believe that the “ECET2KY: Equity Across Kentucky” theme will help target donors for this year and beyond, incorporate collaboration with educational cooperatives and professional organizations in the state AND, most importantly, serve as a blueprint for future years’ events. We hope that our state continues to serve as a role model for others to use to keep the spirit of Irvin Scott’s dream alive. Our planning team will work in tandem with other teams to ensure our state theme is implemented with consistency, and our post-convening plan will serve to act as a steady means of ongoing conversation.

By establishing our monthly Twitter chats BEFORE our regional convenings begin and by setting a date for our statewide culminating event, attendees will have a clear understanding of the ECET2KY movement, how they can become more involved and how they can help bring their peers into the work.

As a state, we feel that the idea of a statewide virtual convening is an already proven model of follow up will create a cost-effective means of connecting ALL educators of the state by incorporating #KYGoDigital's blueprint for success. Our state is slowly becoming more diverse in our rural areas, and these challenges new to those regions is one that the collaborative style of our state's ECET2 plan can help meet the needs of teachers to provide an equitable learning experience for each learner in the Bluegrass state.

**10. Funding summary (600 words): Please provide a summary of how you will fund your regional convening. This summary should be designed to accompany your convening budget, which you should submit through the separate Excel worksheet. The funding summary should include:**

The ECET2Covington planning team is asking for \$12,000 dollars to help plan our convening. This amount is considerably lower than amounts asked in previous years. We believe that by hosting Saturday portions of events in schools and dividing the area of our regional from last year, we will offset lodging and much of the facility and food/drink costs associated with using hotels as Saturday venues. With this money, we hope to purchase hotel rooms for all attendees traveling more than 30 minutes to our convening as well as food and celebratory gifts for all attendees. We have attached an accompanying budget worksheet with specific breakdowns.

We plan to spend \$500 towards our statewide virtual convening. Each team will chip in an equal amount to divide door prizes (we hope to have a continual stream of door prizes through social media engagement) throughout the day and matching ECET2KY LEADER shirts for all presenters to wear that day.

As a state, we have consistently done a poor job at securing funding for our events, and we fear that with recent legislation that have adversely affected public school systems, it will be even harder to recruit donations and sponsorships. We have a list of local businesses for smaller gifts and food donations, and we are hoping that our educational cooperatives will also help with costs. We have worked with grant funders in our state's largest school system to learn how to be more effective with reaching out to potential funders and hopes this will help us both this year and in the future. We are working directly with our educational cooperative to establish a list of potential funders and work on our delivery of how we ask for funds.

**ECET2 Convening APPLICATION Budget**

**DIRECTIONS: Enter estimated information -- including anticipated number of convening participants and requested budget amounts -- in the yellow-highlighted cells below.**

Convening Title	ECET2 Covington
Application Submission Date	June 28, 2018

**PROPOSED BUDGET SUMMARY**

Total Budget	\$ 18,000.00
Total Amount Requested through the ECET <sup>2</sup> RFP	\$ 12,000.00
Total Anticipated Convening Participants	200

**DETAILED PROPOSED BUDGET**

	Estimated Total Amount	Amount Requested through the ECET <sup>2</sup> RFP	Amount Approved through the ECET <sup>2</sup> RFP	Notes
<b>Venue</b>				
Event Space	\$ 2,000.00	\$ 1,300.00	\$ 1,000.00	
Audio/Visual, including internet fees	\$ -	\$ -	\$ -	
<b>Food and Beverage</b>	\$ 5,000.00	\$ 2,000.00	\$ 1,500.00	Example: Breakfast (\$15/pp) and Lunch (\$25/pp) for 100 participants
Other (specify in notes)				
<b>Registration</b>				
Name Badges	\$ 100.00	\$ 100.00	\$ 100.00	
Other (specify in notes)				
<b>Publicity</b>				
Printed Materials (Agendas, session handouts, signage)	\$ 200.00	\$ 100.00	\$ 100.00	
Website fees				
Shipping				
Additional supplies (folders, post-its, etc)	\$ 200.00			general supplies for tables
Other (specify in notes)				
<b>Participant Expenses</b>				
Airfare, Car Rental, Mileage Reimbursements				
Accommodations	\$ 5,000.00	\$ 5,000.00	\$ 3,448.00	All participants over 30 minutes away will receive lodging
Local Transportation (Taxis)	\$ -			
Tokens of Appreciation	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	Includes books, door prizes and shirts
Other (specify in notes)				
<b>Compensation</b>				
Speaker or Other Guest Fees		See note	See note	Eligible only for speakers who will help to connect teachers with national networks
District Compensation/Substitutes		See note	See note	Eligible only for teachers from Title I schools
<b>Post-Convening Activities</b>				Up to \$5,000
Shirts for Virtual Presenters and online gift cards	\$ 500.00	\$ 500.00	\$ 500.00	
<b>Other Expenses</b>				
Fiscal Sponsor fees	\$ 1,000.00	\$ 1,000.00	\$ 752.00	Please see the RFP to ensure that these expenses are eligible for reimbursement
Enter here				
Enter here				
<b>Contingency</b>				You may allocate up to 15 percent of the total grant funds for contingency purposes, which can include support for overhead costs or a management fee for your fiscal sponsor.
<b>TOTAL BUDGET</b>	<b>\$ 18,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 9,400.00</b>	greater than \$40,000



## EXHIBIT B- REPORTING GUIDELINES

NVF Grantees are required to provide the following reports that document the progress of their projects:

**Interim reports:** due dates are indicated in agreement

1. Narrative report (5 pages maximum), including the following information:
  - a. Goals and objectives, with results to date (progress of activities against project objectives)
  - b. Challenges encountered or lessons learned, particularly if progress is not as anticipated.
2. Financial report that details budgeted vs. actual expenditures to date

**Final reports:** due dates indicated in agreement

1. Narrative report (10 pages maximum), including the following information:
  - a. Goals and objectives, with results achieved
  - b. Challenges encountered/lessons learned
  - c. Copies of any publications or media generated as a result of the project
  - d. As stated in Section VII(B) of the Agreement, the full report must include the following certification:

All Kentucky Educational Development Corporation activities were and are consistent with charitable purposes under Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code. If Kentucky Educational Development Corporation conducted any lobbying activity (whether discussed in this report or not), Kentucky Educational Development Corporation complied with the applicable limits of Internal Revenue Code Sections 501(c)(3) and/or 501(h) and 4911. Kentucky Educational Development Corporation warrants that it is in full compliance with its Grant Agreement with the New Venture Fund, dated August 10, 2018, and that, if the Grant was subject to any restrictions, Kentucky Educational Development Corporation observed all such restrictions.

2. Financial report detailing final accounting of budgeted vs. actual expenditures of all grant funding, including the entire project budget and all sources of revenue and expenditures (including grassroots and direct lobbying expenditures, if applicable), in addition to this Grant.
3. List of all intellectual property and assets purchased or created with the Grant.

All reports must be submitted electronically to the address listed on the first page of the grant. Please be sure to indicate the grant number in your reports. For questions regarding reporting requirements, please contact your account manager.

## EXHIBIT C: ADVOCACY DEFINITIONS

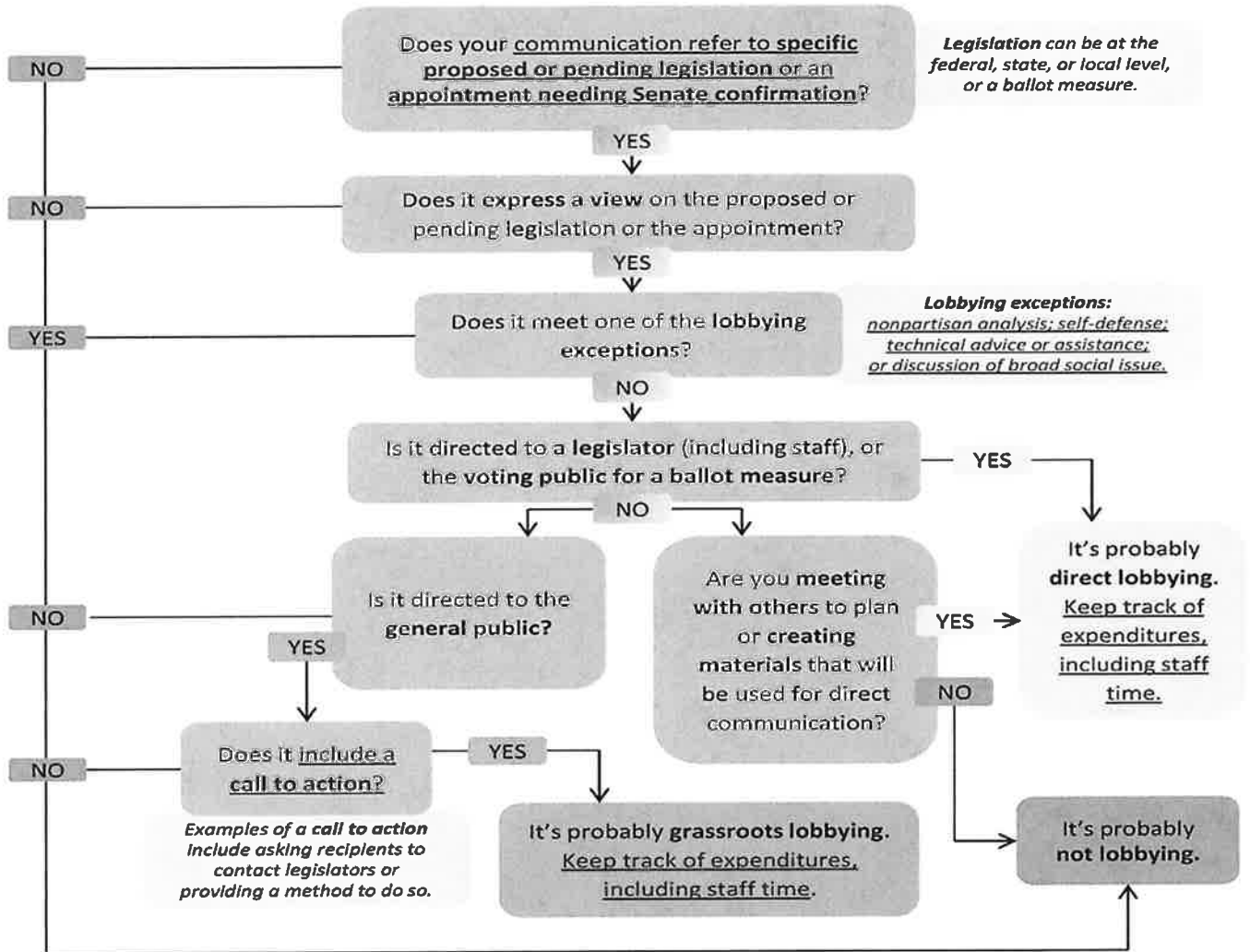
Please see graphic on next page.

**Source:** Bolder Advocacy ([www.bolderadvocacy.org](http://www.bolderadvocacy.org))

Please note that the information in this chart applies only to Organizations that have formally elected to measure their lobbying activities under Section 501(h) of the Internal Revenue Code. Please consult with counsel on any questions regarding whether an activity is lobbying, and for guidance on measuring lobbying activity if you are an Organization that has not filed IRS Form 5768.

## IRS Lobbying Flowchart

This graphic can help you determine if your communication is considered lobbying under federal tax law rules for electing 501(c)(3) organizations. It does not cover situations or communications that take place in a candidate election context.



The information contained in this fact sheet and any attachments is being provided for informational purposes only and not as part of an attorney-client relationship. The information is not a substitute for expert legal, tax, or other professional advice tailored to your specific circumstances, and may not be relied upon for the purposes of avoiding any penalties that may be imposed under the Internal Revenue Code. Alliance for Justice publishes plain-language guides on nonprofit advocacy topics, offers educational workshops on the laws governing the advocacy of nonprofits, and provides technical assistance for nonprofits engaging in advocacy. For additional information, please feel free to contact Alliance for Justice at 866-NPLOBBY.

[www.bolderadvocacy.org](http://www.bolderadvocacy.org) | [www.allianceforjustice.org](http://www.allianceforjustice.org)