



WILLIAM R. KENAN, JR. CHARITABLE TRUST  
KENAN CENTER  
P.O. BOX 3858  
CHAPEL HILL, NORTH CAROLINA 27515-3858

DOUGLAS C. ZINN  
EXECUTIVE DIRECTOR

919-391-7222

February 14, 2020

John Marshall  
Chief Equity Officer  
Jefferson County Public Schools

Dear Dr. Marshall,

Congratulations! The Trustees of the William R. Kenan, Jr. Charitable Trust, at their December 11, 2019 meeting, approved a restricted grant in the amount of \$80,000 for support for a six-month planning grant that would allow JCPS to design a new school, grades 6-12, focused on entrepreneurship, with a STEM foundation, in the Russell neighborhood of Louisville, \$80K payable in 1st quarter of 2020. We look forward to working with you and we are excited to see the impact of your leadership.

The grant funds must be used for the approved restricted purposes only and may not to be used to pay overhead charges or any grant tax. Any part of the grant that is not used for the approved restricted purposes must be returned to the William R. Kenan, Jr. Charitable Trust.

This grant will be disbursed as follows:

Scheduled Payment Date	Amount
1st Quarter 2020	\$80,000

Accordingly, per your organization's prior written payment instructions, we will disburse the aforementioned grant via wire transfer to the account listed below.

**Bank Name:** BB&T/Jefferson County Public Schools  
**Bank Account Name:** Jefferson County Public Schools  
**Amount Wired:** \$80,000  
**Reference Line:** KCT Grant  
**ABA Routing Number:** [REDACTED]  
**Account Number:** [REDACTED]

**This will transpire when we have received a signed digital copy of this document via DocuSign.** Please note, any bank charges resulting from a returned wire due to inaccurate information provided, will be deducted from the amount of the grant.

We reserve the right to review any publicity related to this grant before it is released to the public. Please share any prospective publicity material with Executive Coordinator Tinka Deal at [tdeal@kenancharitabletrust.org](mailto:tdeal@kenancharitabletrust.org).

Please submit progress reports and final reports according to the terms in the attachment. Additionally, please reach out to Senior Evaluation Officer Catherine Frysyczyn at [catherine@kenancharitabletrust.org](mailto:catherine@kenancharitabletrust.org) within a week of receiving the grant funds to schedule a meeting to discuss reporting procedures.

All grant funds must be expended for religious, educational, scientific, literary or other charitable purposes and may not be used for any activities that would cause the William R. Kenan, Jr. Charitable Trust to be deemed to have engaged in any act of self-dealing or to have made any taxable expenditures. By your signature, you are confirming: a) that your organization is currently tax exempt under IRC §501(c)(3) and is classified as a public charity and not a private foundation; b) your agreement to the restricted terms and reporting requirements of this grant; and c) the accuracy of the wire transfer information.

Recurring funding is on a case-by-case basis and this letter should not imply support beyond the terms of the grant. As with all our partners, we believe in the importance of sustainability. Our intention is to help organizations build runways in order to develop new programs, with measurable outcomes, in order to inspire other funders. We are grateful to assist in your building process and we encourage you to be mindful in identifying other funding sources for future support.

Please contact us if you have any questions.

On behalf of the Trustees, I would like to take this opportunity to extend best wishes.

Kindest regards,

*Doug Zinn*

2/14/2020

Douglas C. Zinn

cc: Mr. Thomas S. Kenan III  
Mr. James G. Kenan III  
Ms. Mary G. Campbell  
Mr. Robert P. Baynard  
Dr. Dorian Burton  
Ms. Catherine Frysyczyn  
Ms. Tinka Deal

Attachment: Reporting for the William R. Kenan, Jr. Charitable Trust

Name: Marty Pollio  
Title: Superintendent  
Signature:  
Date:

Name: Cordelia Hardin  
Title: CFO  
Signature:  
Date:

**ATTACHMENT**

**REPORTING FOR THE WILLIAM R. KENAN, JR CHARITABLE TRUST**

Congratulations on your Kenan Charitable Trust grant!

**As the Senior Evaluation Officer, I'll be your main point of contact at the Trust moving forward. All reporting will be through our online portal. Please schedule a call with me within a week of receiving grant funds to schedule a conversation about reporting expectations and logistics.**

Report Due Date	Type
August 31, 2020	Final

The Trust has a standard set of questions for grantees to respond to, along with a free-form narrative component, and an updated budget. **Our expectation is to receive updated progress reports every 6 months, with a final report submitted at the conclusion of your grant terms; we'll verify those deadlines during our call.** The final report will be slightly more robust, and will be discussed closer to your final reporting deadline.

We realize that over the course of time, organizational change is inevitable. **In the case of significant changes that would impact your work – changes to the program, budget, or significant staffing changes – please reach out to us in advance of the 6 month report!** We will stay in touch about both the successes and challenges you are facing as we partner in this work.

When you applied, you submitted a **budget and budget narrative**. For each reporting cycle, please submit an updated budget and budget narrative. Additionally, if your application specifies that you disburse part of this grant to sub-grantees, please clarify how much has been disbursed to date; if your application specifies that you need to match grant funds, we expect updated documentation of your progress to date in meeting that match (i.e. a summary page of donations in Excel, and PDFs of the commitment letters).

We believe the stories of our grantees are important, and can take several forms. Thus, the **narrative** can be submitted in a number of formats, including: a narrative in Word or PDF; a video, created either professionally or with a phone; a website; a presentation; another format that you feel best suits your work. In any format, please speak to each of the points below:

1. What gains the population has shown as a result of your work – if you have pre- and post-service testing, please share any quantitative data you have here
2. Bright spots and lessons learned – what are you proudest of, and where have you pivoted based on data mid-project?
3. How are you sharing your knowledge with the wider sector? What impact are you having beyond your program? How are you sharing learnings and serving as a thought leader?
4. We believe that failure is one of the most important ways to learn. What are you learning, and where were you wrong?
5. What concerns do you have about this project's sustainability? What resources – financial, social, partnerships you've developed, additional support you've recruited, etc – can

you draw on for the continued success of this project? Please speak about your leadership, systems, and culture as part of sustainability.

**Attachments:**

6. Any program or staff / management / board changes you would like to flag, how they will impact your program, and how you will mitigate potential impact
7. Any other performance data that can speak to the quality of your program
8. Qualitative information about your program – quotes from participants, photos, and other information that can help us experience a day in the life of your program, your growth and learnings, and the people behind the metrics

The **standard questions** are below; these can be submitted in Word or PDF.

As our reporting processes are evolving, we welcome your input as we build our systems. The reporting format and questions listed here might be updated over time; if so, we will be in contact with you in advance of your deadlines.

We look forward to working with you, and hearing from you in the near future!

Catherine Fryszczyn  
Senior Evaluation Officer, Kenan Charitable Trust  
[catherine@kenancharitabletrust.org](mailto:catherine@kenancharitabletrust.org)  
919.391.7222

## Grantee Report Questions

### Program Overview

**Grant Purpose** – Copy and paste the precis and mission from your original application, describing the main purposes of your application. If there were any significant changes in the direction or strategy from the original application, please explain.

### Reporting Period

**Reporting Period Start Date**

**Reporting Period End Date**

### Measurable Goals

*[Each of the questions below will be asked for each of the organization's outputs, per the application.]*

**Measurable Goal** – What was the measurable outcome goal?

**Actual Numeric Metrics** – Numeric metrics after one year of grant funding.

**Status of Progress** – To what extent has your program achieved expected progress for this measure?

- No progress
- Partially Achieved
- Fully Achieved

Please share a rationale of no more than 100 words to explain your assessment of your progress.

**Longer-term Goal** – If there is a longer-term performance goal for this outcome (beyond two years past funding), what is it and how much progress have you made toward it?

### Geographic Area Served

**Geographic Area Served** – Outline the states and counties served by this grant. How does this break down by state / county / region?

### Demographic Information - Population Served by KCT grant

*For all questions that follow, share data as completely and accurately as possible*

#### Gender

**Female** – Count of population served who identify as female

**Male** – Count of population served who identify as male

**Other / Gender Non-Binary** – Count of population served with other gender identities

**Gender Not Tracked** – Count of population served whose gender is not tracked

#### Ethnicity

**Hispanic and Latinx** – Count of population served who identify as Hispanic / Latinx

**Not Hispanic and Latinx** – Count of population served who don't identify as Hispanic / Latinx

#### Race

**African American / Black** – Count of population served who identify as African American / Black

**American Indian / Alaskan Native** – Count of population served who identify as American Indian or Alaskan Native

**Asian** – Count of population served who identify as Asian

**Caucasian** – Count of population served who identify as Caucasian

**Native Hawaiian / Pacific Islander** – Count of population served who identify as Native Hawaiian or Pacific Islander

**SWANA / Southwest Asian and North African** – Count of population served who identify as SWANA

**Multiple / Other Ethnicity Not Specified** – Count of population served who identify as multiracial or other ethnicities not specified here

**Ethnicity Not Tracked** – Count of population served whose ethnicity is not tracked

#### **Population Served**

**Individuals Served** – Total unduplicated number of individuals served

**First in Family** – Count of population served who are first in their family to enter post-secondary education

**Military and Veterans** – Count of population served who are active military or veterans

**LGBTQIA+ Individuals** – Count of population served who identify as LGBTQIA+

**Economically Disenfranchised** – Count of population served who are living below the poverty line

**Rural** – Count of population served who are living in rural communities

**Houseless / Housing Insecure** – Count of population served who are houseless or home insecure

**Chronically ill / Disabled** – Count of population served who identify as chronically ill or disabled

**Incarcerated / Formerly Incarcerated** – Count of population served who are currently or formerly incarcerated