29 June 2020

Agency

Address

City, ST Zip

Dear FirstName,

We are thankful for you and your team members’ partnership in addressing critical needs throughout our communities. Working together has never been more important than it is today. Thank you for the difference you make for so many!

Included in this envelope is the grant amount “Agency Name” was awarded for July 1, 2020 through June 30, 2021 along with your annual contract.  You will receive monthly payments beginning July 8, 2020.  With the recent and continuing effects of COVID-19, many of our corporate partners are experiencing layoffs and furloughs, which can have an impact on pledge payments we collect.  If adjustments to your monthly payments become necessary, you will be notified no less than 30 days in advance.

Thank you for your support and understanding during these uncertain times.

Sincerely,

**United Way of Greater Nashville**

**Read to Succeed Partnership Initiative**

**2020-2021 Contract**

[Date]

Re: Funded Partner Contract

Dear **[Salutation],**

Congratulations! United Way of Greater Nashville (United Way/UWGN) is pleased to partner with [agency name] as an Emerging Read to Succeed site. The total UWGN Community Impact funding for the period beginning July 1, 2020 and ending June 30, 2021, will be in the amount of [insert amount]. This investment is restricted for compensating a part-time, shared Read to Succeed instructional coach. This amount will be paid pro-rata monthly, beginning July 2020 contingent on funding availability. Should there be a need to adjust funding, your organization will be notified no less than 30 days in advance.

We look forward to a strong partnership by aligning goals and strategies through the Collective Impact Framework to improve the lives of our most vulnerable in the Nashville community. Only through collaborative efforts with dedicated, capable partners will we be able to generate systemic solutions that will mitigate risk factors and prepare preschool children for kindergarten and beyond.

For the 2020-21 Contract Year Investment, UWGN will be partnering with **[Agency]** to achieve the agreed upon outcomes in the following Investment Priority Areas:

|  |  |
| --- | --- |
| **Investment Priority** | **Award Amount** |
| Read to Succeed (RTS) Partnership Initiative | **[Agency]** |
| Read to Succeed (RTS) Part-time, Shared Instructional Coach | **$23,800** |
| Total 2020-21 Award | **$23,800 in addition to Technology to support assessment tool, Professional Development and Training, and Curriculum** |

To be clear and transparent about our mutual obligations, UWGN requests **[Agency]** enter into this Partner Letter Contract (Contract) with UWGN. Please note that failure to comply with all the terms of this Contract could result in termination of the investment for the remainder of the Contract Investment Year and/or Contract Cycle.

**[Agency]** agrees to the following **partnership** guidelines with UWGN. Please initial here if you agree to each guideline listed below. \_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **Partnership Guidelines** |
| 1. Direct inquiries about Read to Succeed program and model to UWGN staff.
 |
| 1. Maintain an updated profile of your center on [www.childcarenashville.com](http://www.childcarenashville.com).
 |
| 1. Proactive communication to UWGN. If an issue arises with your agency or program that could be newsworthy or involves legal action, your agency is required to proactively communicate this to UWGN so that United Way and your agency are prepared to respond to media inquiries.
 |
| 1. Accept Electronic Fund Transfers. Provide UWGN with the appropriate banking information for electronic fund transfers (EFT) and accept the periodic payments by EFT.
 |
| 1. Recognize our partnership. Communicate via your usual means (social media, newsletter, mailings, logo, email, etc.) UWGN’s partnership investment in this agency/RTS program and recognize UWGN’s investment in your doctor listings at the appropriate dollar level. Mention United Way’s partnership with your agency at appropriate opportunities – press releases, newspaper/magazine articles, TV appearances, speaking engagements, etc.
 |
| 1. Comply with laws regarding investment. Certify, by signing and returning this Contract, that all United Way funds and investments will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.
 |
| 1. Assist with UWGN campaign, as requested. When requested, provide a speaker from, or tour of, the agency as part of UWGN’s annual workplace campaign. You will not be required to conduct an agency campaign; however, if you would like to host an agency campaign, UWGN will be happy to assist you with this effort.
 |
| 1. Comply with promotional guidelines for designations. Promotional activities for designations are not permitted from July 1 through October 31. No agency’s employees or volunteers may solicit for UWGN designations through the entire non-promotional period and no other agency may solicit for UWGN designations on behalf of an agency during the same period. This does not limit an agency’s ability to fundraise or host a fundraising event.
 |
| 1. Participate in Communities of Practice. United Way will engage funded partners in multiple engagement opportunities that will help to shape the work and drive the long-term Collective Impact Outcomes outlined in the Collective Impact Framework. Partners will have the opportunity to engage in professional development, inform best practices, determine best tools for measurement of customer achievement, shape evaluation, and more. Program level staff must participate, as appropriate, in engagement opportunities to ensure long-term, successful impact. Executive Directors and Board members are encouraged to participate as requested.
 |

**[Agency]** agrees to the following **program implementation** outcomes. Reference the Read to Succeed (RTS) Handbook for further detail and explanation. Please initial here if you agree to each guideline listed below. \_\_\_\_\_\_\_\_\_\_\_

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| **Program Implementation Guidelines** |
| 1. Maintain program implementation standards for Tier 1 sites with 60% of center capacity enrolled from September 2020 to May 2020.
 |
| 1. Maintain and develop a part-time, shared Instructional Coach (IC) for the sole purpose of supporting teachers and increasing student outcomes as defined by UWGN. Partner with UWGN and Emerging RTS sites to interview, hire, maintain employment at up to 20 hours/week, and define expectations and reporting requirements for the shared IC.
 |
| 1. Implement an approved, research-based, brain-based social-emotional learning program center wide with the primary goal to create positive interactions and connections among children and their caretakers. UWGN provides support and training for Conscious Discipline curriculum.
 |
| 1. Implement a validated tool to assess the whole child with fidelity. UWGN provides support and training for Teaching Strategies®, GOLD® assessment tool.
 |
| 1. Implement a Family Engagement strategy with the primary goal to engage and involve parents in their child’s education as defined in the RTS Handbook.
 |

**[Agency]** agrees to the following **program outcomes.**  At least one form of documentation per student is required to be submitted in Teaching Strategies, GOLD for each objective. Please reference the Read to Succeed (RTS) Handbook for further detail and explanation. Please initial here if you agree to each guideline listed below. \_\_\_\_\_\_\_\_\_\_

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| **Program Outcomes** |
| 85% of families complete a comprehensive kindergarten transition plan. |
| 85% of students with at least 50% daily attendance achieve benchmark in social emotional skills according to Teaching Strategies GOLD. |
| 85% of students with at least 50% daily attendance achieve benchmark in language development skills according to Teaching Strategies GOLD. |

*\* An example of “85% of students with at least 50% daily attendance” may be reflected as: 10 students are enrolled and six (6) students have a daily attendance of at least 50%. Five (5) students will need to achieve the 85% benchmark.*

**[Agency]** agrees to the following **reporting** guidelines to UWGN (please initial each item). Please reference the Read to Succeed (RTS) Handbook for further detail and explanation.

|  |
| --- |
| **Reporting Guidelines** |
| 1. Assess, maintain, and report student assessment data according to the Reporting Calendar.
 |
| 1. Comply with semi-annual monitoring and agency site visits. Reports to UWGN are due twice annually on (1/15/2021 and 7/15/2021) to ensure outcomes are being met as indicated.
 |
| 1. Extenuating circumstances. If a situation arises whereas your agency will not be able to achieve the outcomes due to an extenuating circumstance, you must immediately request a meeting with UWGN staff to discuss the situation and problem-solve effective solutions.
 |
| 1. Performance Review Plans. UWGN staff must be notified immediately if your agency identifies that you will not achieve 80% or greater of your projected outcomes. UWGN staff and the Volunteer Review Team may place your agency on a Performance Review Plan to ensure your agency will be successful through the remainder of the Funding Cycle.
 |

**In turn, United Way of Greater Nashville agrees to:**

1. Provide the Community Impact Funding described above.
2. Seek collaborative grant funding opportunities for the Collective Impact Framework.
3. Recognize our partnership, as appropriate, with media outlets including press releases, newspaper/magazine articles, TV appearances, speaking engagements, etc.
4. Provide technical assistance when requested based on agency needs, e.g., strategic planning, board development, data tracking.
5. Provide organizational support for the administration of the Read to Succeed program model.
6. Participate in the recruiting and contracting of Instructional Coaches.
7. Coordinate professional development opportunities for Center Directors, Instructional Coaches and Teachers that support the Read to Succeed program model and outcomes as outlined in the RTS Handbook.
8. Oversee implementation of the program assessment as outlined in the RTS Handbook.
9. Report “Elementary School Readiness” goals, progress and outcomes to funding entities partnering in early childhood education providers and other key stakeholders as outlined in the RTS Handbook.
10. Convene a diverse group of community stakeholders to provide input on shared community goals and outcomes.
11. Offer training and nonprofit networking opportunities to ensure successful implementation of results.
12. Conduct Communities of Practice engagements to share learnings and best practices through the partnerships.
13. Preserve customer confidentiality with all data and information collected.

14. Provide highly trained and professional UWGN staff and Volunteer Review Teams to support the collective goals across the community.

Please return the signed Partner Letter Contract by July 15, 2020. A fully executed copy of this Contract with all signatures will be made available by August 31, 2020.

Thank you for partnering with United Way of Greater Nashville through the Collective Impact Framework to improve the lives of our most vulnerable in the Nashville community. Please let us know if you have any questions by contacting Erica Mitchell, Chief Community Impact Officer at Erica.Mitchell@unitedwaygn.org.

Sincerely,

Brian Hassett

President & CEO

AGREED TO AND ACCEPTED:

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| --- | --- | --- |
|  |  |  |
| Agency CEO/Executive Director Date |  | Board of Directors Chair Date |
| [Agency Name] |  | [Agency Name] |

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| Brian Hassett DatePresident & CEOUnited Way of Greater Nashville |

**Program Components of the RTS Model**

Research on high-quality early education has shown the following program components to be indicators of a high-quality early childhood program. As such, these components are non-negotiable for the RTS program. Achievement of these 10 non-negotiables indicates a center is eligible to be identified as a Tier 3 site.