



IMPORTANT: This form must be completed and received
30 business days prior to the Committee of the Whole Meeting.

FISCAL YEAR: 2026-27

CONTRACT APPROVAL COVER SHEET

Please attach a copy of the contract/agreement (signed and dated by the vendor). Please note that all contracts must be solicitor-reviewed prior to submitting contracts for Board approval.

PLEASE PRINT LEGIBLY

Vendor/Consultant Name: Andrew's Gift

Start Date: July 1, 2026 End Date: June 30, 2029

Building/Department Name: Student Services

Total Cost of Contract: \$ 0

Scope of Work: Grant to provide high quality programming to individuals w/ autism

Funding Source: _____

Budget Account Code _____

**The attached document has been prepared for accuracy and is ready for approval.
Any supporting documentation regarding this request has been attached.**

- | | |
|--|---------------------|
| ☐ Document Submitted by: <u>Kathleen Cano</u> | Date: <u>7/9/26</u> |
| ☐ Office Director Reviewed: <u>Joyce Palmer</u> | Date: <u>7/9/26</u> |
| ☐ Superintendent/Designee Reviewed: _____ | Date: _____ |

For Office Use Only:

Notes/Comments: _____

Board of Directors Approval / Denial was obtained on this date: _____

Please note: For questions regarding denial, please speak with your immediate supervisor.



July 6, 2026

Harrisburg School District
Ms. Krystal Palmer
Chief of Student Support Services
1010 N 7th St
Harrisburg PA 17102

Dear Ms. Palmer:

I am delighted to confirm that Andrew's Gift ("we," "our" or "us") will make a grant of \$20,668.73 ("Grant") to Harrisburg School District ("you" or "Grantee") (collectively referred to as the "Parties") on the basis described in this letter. We are thrilled to support your work, and we hope that our Grant contributes to your success.

These are the terms of our Grant to you:

1. Grant Purpose, Use of Funds, and Grant Period. We are funding the Project described in your application for the period July 1, 2026 to June 30, 2029 ("Project"). You acknowledge that the information provided in your application remains true and accurate, to the best of your knowledge, as of the date of this Agreement. You will use the funds from our Grant and any income earned from investment of the grant funds only for the Project activities described in the application, subject to the terms of this Agreement, and any special considerations or terms listed in **Exhibit A** to this Agreement. The grant period ("Grant Period") shall be July 1, 2026 to June 30, 2029.

2. Payment and Repayment. Our payment of Grant funds is conditioned upon compliance by you with this Agreement. For grants with multiple disbursements, we may withhold or modify the amount of any payment after the initial payment in line with milestones or other conditions set out in **Exhibit A** to this Agreement. You will notify us if you meet such conditions, and provide us with appropriate documentation, demonstrating satisfaction of such condition. You will repay any unused portion of the grant funds within 30 days after (a) delivery of written notice of our termination of the Grant, or (b) the end of the Grant Period, unless an extension is approved by us in our sole discretion upon Grantee's request.

3. Additional Resource Requests. You may request additional resources on each of the first and second anniversaries of the Grant. Any such request for additional resources will be made to Andrew's Gift on the designated Additional Resource Request Form. In order to be eligible for additional resources, you will have to demonstrate compliance with this Agreement. You will be asked to supply a short narrative on how the additional resources will support the Grant purposes in the remainder of the Grant Period. All decisions regarding additional resource requests shall remain in the discretion of Andrew's Gift. Additional grants made during the contract period are subject to the provisions of this agreement.



4. In-Kind Use of Apple iPads®. In some cases, we will make Apple iPads available for use by recipient organizations during the Grant Period. If you were provided any such iPads as part of a Grant, you must arrange to return them to us at the end of the Grant Period in accordance with instructions provided by us from time to time. Any such iPads shall remain the exclusive property of Andrew's Gift, and the same may not be sold, transferred or otherwise disposed of without our express written permission.

5. Changes to the Project. You will not make any material changes in the Grant purpose, intended outcomes, plan, or activities without first obtaining our prior written consent.

6. Administrative Fees and Interest. We will deduct fees from any grants, gifts, or other donations to us in anticipation of the Grant or otherwise, in order to help offset our administrative and operating costs. Interest earned on any cash held by us on your behalf will accrue to us. We will use such interest to offset general and administrative operating expenses.

7. Communication and Reporting. You will appoint one individual to act as the principal contact person for notices and other communications under this Agreement. Our contact person for notices and other communications under this Agreement shall be Ms. Krystal Palmer. You will provide us with narrative and/or financial reports, and with copies of press releases, announcements, or other external communications by you about the Grant or the activities funded by the Grant. You will make available your key personnel for meetings and telephone calls with us as we may reasonably request. You agree that we may collect, analyze, and disseminate information about your performance to carry out communication and promotional activities, evaluate the effectiveness of our programs or comply with external reporting obligations. You will cooperate with us in these efforts by providing us with such information as we may reasonably request, including, without limitation, documentation of the activities funded by the Grant.

8. Changes in Your Organization. You will notify us promptly of: (a) any changes in your status as in good standing under local law or under the Internal Revenue Code; (b) any changes in your senior management team or key personnel responsible for carrying out the Project; or (c) loss of other funding, the filing of any litigation, or any other development that has or could have a material adverse effect on your financial condition or otherwise materially affect your ability to carry out the Project.

9. Publicity. We ask that you obtain written consent from us before using our name or logo in any medium, except for legally-required disclosures and simple statements indicating that we have provided your organization with funding. You agree to allow us, in our discretion,

to identify you and include information about you and the Project on our website in our publications, and in news releases. This includes, but is not limited to, the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization.



10. **Certificate of Award.** You agree to post a Certificate of Award from Andrew's Gift in a prominent location on-site for the duration of the Grant.

11. **Legal Compliance.** We expect you to comply with all applicable laws, and with the Internal Revenue Code provisions that are applicable to you. For tax-exempt organizations, this includes, without limitation, not using any portion of the grant funds to influence the outcome of any specific election for candidates to public office. You acknowledge that we have not earmarked any part of this Grant for lobbying.

12. **Indemnification.** You will defend, indemnify, and hold harmless Andrew's Gift and its directors, officers, employees, agents and assigns, against all claims, liabilities, losses, damages, and expenses, including, without limitation, attorneys' fees which arise directly or indirectly from: (a) your activities including, without limitation, use of Grant funds or (b) your performance under or breach of this Agreement.

13. **Termination.** We may in our sole discretion terminate our support at any time in our discretion. If we take that action, we will send you written notice to that effect, with the termination effective 30 days after we deliver it.

14. **General Provisions.** This Agreement represents the final, complete, and exclusive agreement between you and us regarding the Grant. It supersedes any prior or contemporaneous written and oral agreements, proposals, or other communications between you and us relating to the Grant. This Agreement may be changed only as described in a written document signed by the Parties which states that it is an amendment to this Agreement. This Agreement may be executed in one or more counterparts. Transmission by fax or PDF of executed counterparts will constitute effective delivery. This Agreement is governed by the law of the Commonwealth of Pennsylvania. The Parties consent to exclusive jurisdiction of the state and federal courts for Montgomery County, Pennsylvania. Each provision of this Agreement must be interpreted in a way that is enforceable under applicable law. If any provision is held unenforceable, the rest of the Agreement will remain in effect.

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Please confirm your understanding and agreement with these terms by signing where indicated below, and return the signed letter within 60 days to

Andrew Ward
1623 Saddle Lane
Harrisburg PA 17111
Email address: andrewjward2015@gmail.com

Should you have any questions relating to this Grant, or you wish to use our name or logo, please contact Andrew Ward via Gmail or at 717-571-9769.

We at Andrew's Gift look forward to partnering with Harrisburg School District in the effort to provide high quality programming to individuals with autism. We wish you success in your project and look forward to working with you.

Andrew J. Ward
President, Andrew's Gift



CONFIRMED AND ACCEPTED AS OF _____

Harrisburg School District

By:

Name:

Title:



EXHIBIT A

[This Exhibit is used for special terms applicable to the Grant..]