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April 28, 2026

Kathryn Eller
Program Administrator, ELA
ellerk@sfusd.edu

Re: \$200,000.00

Dear Kathryn,

Congratulations, the San Francisco Unified School District (Grantee) has been selected to receive a grant of \$200,000.00 from Spark SF Public Schools.

The purpose of this grant is to support the implementation of the early literacy initiative and specifically Amira implementation.

Please sign, date and return the attached grant as soon as possible. Once we receive the signed agreement, we will arrange for payment of the grant according to the schedule outlined in the grant agreement.

Spark SF Public Schools requires a final report on the use of the funds in accordance with the donor's compliance requirements.

We greatly appreciate the work you and your team are doing to accelerate learning outcomes for San Francisco public school students and we look forward to connecting with you throughout the grant term.

Please contact us if you have any questions.

Thank you,



Ginny Fang
President

Spark SF Public Schools Grant Agreement

Grant Number: 2025-122301

Amount: \$235,000



Date: April 28, 2026

Grantee Name: San Francisco Unified School District ("Grantee")

Grantee Contact (SFUSD Project Lead):

Kathryn Eller
Program Administrator, ELA
Curriculum & Instruction Division
ellerk@sfusd.edu

Spark SF Public Schools Staff:

Colm Hegarty
Development Director
(415) 377-0976
hegartyc@sfusd.edu

Grant Purpose:

The purpose of this grant is to support the early literacy initiative and specifically Amira implementation.

Grant Period:

June 1, 2026-May 31, 2027

Reporting Requirements:

Spark SF Public Schools requires progress reports to be completed in accordance with the deadlines specified below. Please note that, if a grantee has failed to submit a required report, remaining grant disbursements may not be made and future grant requests may not be considered.

Reporting Deadlines and Deliverables:

- Final Report - June 30, 2027
- **Report should include:**
 - Description of use of funds
 - How the funds supported the district's goals for literacy
 - Data on Amira usage for the 2026-27 school year
 - Any challenges encountered in achieving the objectives for the funds
 - If and how additional funds could be used to support early literacy

Roles and Responsibilities of the SFUSD Program Manager/Project Lead:

The SFUSD Program Manager/Project Lead is responsible for proactively implementing, monitoring and reporting on the goals, objectives, activities, milestones, and budget for this grant as required by Spark. Any adjustments to the terms, conditions or requirements of the grant must be directed to the Spark SF Schools Grant Manager. The SFUSD Program Manager/Project Lead is responsible for ensuring that the Grantee is, and remains, in compliance with the terms and conditions of the grant by:

- ☐ Signing and return Spark grant agreement (this document)
- ☐ Submitting SFUSD Budget Setup Form and any other required documentation to Spark staff in a timely manner
- ☐ Participating in a grant intake meeting (or appropriate staff)
- ☐ Communicating with both SFUSD's Budget and Accounting Office to ensure the accurate and timely allocation and recording of funds in SFUSD budget and accounting systems
- ☐ Establishing data gathering methods, systems and metrics to demonstrate the impact of the grant in accordance with its reporting requirements
- ☐ Ensuring all grant funds are spent, recorded and reported in a timely manner in accordance with the established budget for the grant
- ☐ Submitting written narrative and financial report(s) of all grant activities in accordance with the Reporting Deadlines and Deliverables listed above, in collaboration with Spark staff
- ☐ Returning unspent grant funds directly to Spark
- ☐ Participating in quarterly check-ins with Spark staff to review progress on stated grant activities, outcomes, milestones and budget

- ☐ Providing project/program updates, testimonials, collateral, materials, press, events, etc. to Spark in a timely manner
- ☐ Immediately informing Spark of any personnel changes affecting the grant's implementation, monitoring or reporting
- ☐ Informing Spark of any intention to communicate directly with the funder

Funding Restrictions:

The purpose of this grant is to provide support for the SFUSD early literacy initiative. SFUSD may not use any fund provided under this Grant Agreement for any purpose other than as stated here.

Roles and Responsibilities of Spark SF Public Schools Grant Manager:

The Spark SF Public Schools Grant Manager is responsible for overseeing that the grant funds are appropriately stewarded in accordance and compliance with all funding restrictions, indicated above,:

- ☐ Submitting the grant to the SFUSD Board of Education for approval to accept funds once all required documentation has been received
- ☐ Sending reminders of upcoming deadlines to SFUSD Program Manager/Project Lead (at least one month in advance)
- ☐ Providing SFUSD Program Manager/Project Lead support with completing any grant reporting and compliance requirements
- ☐ Scheduling and hosting grant intake meeting and quarterly check-ins with SFUSD Program Manager(s)

Payment Schedule:

Spark SF Public Schools will fund this grant to Grantee in one installment totaling \$200,000.00. Spark SF Public Schools will make this grant fund amount available upon receipt and approval of the signed grant agreement (the "Agreement").

Indirect/Administrative Fee:

Spark SF Public Schools charges an administrative fee for all grants and donations to SFUSD. This fee pays for Spark's operational and administrative functions related to grant reporting, fiscal oversight, donor stewardship, accounting, legal services, insurance and general operations. The fee is waived for this grant.

Use of Funds:

By signing below, Grantee acknowledges that this Agreement is a contract with Spark SF Public Schools for the purposes stated in this Agreement. Unless approved by Spark SF Public Schools in writing, the Grantee will not use the funds dispersed under this Agreement for any other purpose other than as described above. Grantee shall return any portion of unused grant funds to Spark SF Public Schools which is not used for the purpose of this grant.

Carryover and Extension Requests:

Grantee shall return to Spark SF Public Schools any portion of the grant fund amount that is not used within the Grant Period. Grant carryovers and extensions are not permitted, except under limited circumstances, and only if agreed upon in writing by Spark SF Public School. If grant funds remain at the end of the Grant Period, Grantee must contact the Spark SF Public Schools Grant Manager noted above as soon as possible.

Grantee Discretion:

Funds granted under this Agreement may only be used in compliance with the Funding Restrictions, if applicable. The Grantee does not have discretion and control over the use and investment of such funds other than as directed by this Agreement, or in a subsequent writing with Spark SF Public Schools.

Hold Harmless:

Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, save and hold harmless Spark SF Public Schools, its officers, directors, trustees, employees, and agents from and against any and all claims, liabilities, losses and expenses (including reasonable attorney's fees) directly, indirectly, wholly or partially arising from or in connection with this Agreement, the grant, the funds furnished pursuant to the grant, the program or project funded or financed by the grant, or the Grantee's performance of, or in any way relating to the subject of this Agreement. This paragraph shall survive the termination of this Agreement.

Recordkeeping:

Grantee shall keep adequate records to substantiate the charitable purposes of its expenditures from the grant funds. Grantee shall make its books and records pertaining to the grant funds available to Spark SF Public Schools at reasonable times for review and audit, and shall comply with all reasonable requests of Spark SF Public Schools for



information and interviews regarding use of grant funds. Grantee shall keep copies of all books and records related to this grant and all reports to Spark SF Public Schools for at least four years after Grantee has expended the last of the grant funds.

Entire Agreement:

This Agreement constitutes the entire agreement and understanding of the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained herein. All prior understandings, terms, or conditions, written, oral, express, or implied, are superseded by this Agreement with respect to its subject matter. This Agreement may not be amended or modified, except in a writing signed by both parties.

Severability:

If any part of this Agreement is declared invalid or unenforceable by any court of competent jurisdiction, such declaration shall not affect the remainder of the Agreement and the invalidated provision shall be revised in a manner that will render such provision valid while preserving the parties' original intent to the maximum extent possible.

Venue and Governing Law:

This Agreement shall be governed by the laws of the State of California with venue in San Francisco County, California.

Acknowledgement of Grant Support:

If you choose to acknowledge Spark SF Public Schools' support of your program in publications such as newsletters, program activity announcements and in all media coverage, we suggest you use the following wording: "This project has been made possible in part by a grant from Spark SF Public Schools."



Accepted on behalf of the San Francisco Unified School District by:

Kathryn Eller

Signature

Printed or Typed Name

Program Administrator

Title

Date

Approved as to form by:

A handwritten signature in black ink, appearing to be "Ginny Fang", written over a horizontal line.

Ginny Fang

Signature

Printed or Typed Name

President, Spark SF Public Schools

April 28, 2026

Title

Date