



FAQs: ASPIRE Annual Site Agreement

Why is ASPIRE moving to one annual agreement?

To simplify the process. Previously, sites had two separate agreements: a Site Agreement that remained in effect until terminated and an annual Partnership Grant Agreement that needed to be renewed annually. Combining them into one annual agreement creates a single process for all ASPIRE sites.

Why does the agreement need to be signed every year?

An annual agreement ensures that participating sites review and confirm current expectations and responsibilities each year.

Does this mean our site has to reapply to be an ASPIRE site every year?

No. Signing the annual agreement is not a reapplication. The annual agreement confirms your site's continued participation in the ASPIRE program and acknowledges the current program expectations and responsibilities.

Partnership Grant funding is awarded separately and is subject to available funding and the annual grant process. A site may continue to participate in ASPIRE even if it does not receive a Partnership Grant.

Why can't the Site Agreement stay in effect until terminated?

Over time, program requirements, staff, leadership, and school priorities can change. An annual agreement ensures that the administrator, coordinator, and site follow the most current expectations and information.

If my site does not receive a Partnership Grant, do I still need to sign the agreement?

Yes. The annual agreement applies to all ASPIRE sites, regardless of whether they receive Partnership Grant funding.

What are the benefits of having one agreement instead of two?

- Reduces paperwork by replacing two agreements with one.
- Creates one consistent process for all ASPIRE sites.
- Ensures site information and contacts are updated annually.
- Clearly outlines current roles, responsibilities, and expectations in one document.

Has the content of the agreements changed?

The new agreement combines the information from the previous Site Agreement and Partnership Grant Agreement into a single document and includes updates to reflect current program practices.

Who needs to sign the agreement?

The agreement should be signed by the appropriate school or organization administrator and site coordinator.

When will the agreement need to be completed?

The agreement will be completed at the beginning of each program year and, if applicable, and needs to be received before a site can receive Partnership Grant funding.

What happens if we don't submit the agreement?

A current signed agreement is required for participation in ASPIRE. Sites that do not submit the agreement will no longer be eligible to participate in the program or receive Partnership Grant funding.

Who can I contact if I have questions?

Please contact your ASPIRE access specialist. They are happy to answer questions and help with the annual agreement process.

What are the reporting requirements for the grant funds?

In addition to the ASPIRE site information form, the mid-year conversation, region meetings, the end-of-year report, senior list (if applicable), and surveys, the site must submit a form at the end of the year verifying that the Partnership Grant funds were used to support the salary and/or benefits of the ASPIRE site coordinator, as outlined in the agreement. The verification may be provided by the site coordinator, a school administrator, or a business office representative.

Any cost savings generated as a result of the grant may be used at the site's discretion to support the ASPIRE program and other career and college readiness activities and services. Any unused Partnership Grant funds may be carried over and used in future years. See the [Partnership Grant Parameters](#) for more information.