



2021-2022 Non-Fiction Classroom Library Grant Grant Recipient Agreement

Please read, complete, electronically sign and upload this signed agreement to the google drive that was shared with you no later than **January 25, 2022**. Please review and note all of the mandatory due dates listed below on your calendar. These are mandatory requirements and must be followed accordingly.

Teacher: _____
School: _____

As a **License4Learning Non-Fiction Classroom Libraries Impact Grant** recipient, I agree to the following terms and conditions. **I understand that failure to comply may result in my exclusion from future grant opportunities.**

- ✓ I will acknowledge the Foundation for Orange County Public Schools in all announcements. I will obtain and retain photo released forms giving permission for the Foundation to use in its communications for all students photographed. This is my sole responsibility. I do not need to share these forms with the Foundation as I have them stored in my record.
- ✓ I will work through my school's bookkeeping process to obtain my budgeted grant materials by the **January 11, 2022** deadline. Sales tax is **NOT** a reimbursable expense. All OCPS ordering procedures must be followed as this is a district mandate.
- ✓ I understand that supplies, materials and equipment purchased with grant funds do not become the personal property of the grantee; however, supplies, materials and equipment can travel from school to school with the grantee. Upon resignation or retirement, any remaining supplies, materials and equipment become the property of the OCPS school where last held.
- ✓ I understand that if I am unable to purchase the approved selection of non-fiction books, I can order replacement non-fiction books titles that continue the focus of the grant application.
- ✓ I understand that I **MUST** spend all my grant funds no later than **January 11, 2022**.
- ✓ Your Grant Expense Summary with supporting documents (invoices, completed POs, check copies and/or detailed SAP printout) must be uploaded to your google drive by **January 25, 2022**. **NOTE:** order summaries, purchase orders, and packing slips are not valid supporting documents.
- ✓ I understand that if I have monies remaining after purchasing grant items, I may purchase supplies that benefit this grant project to use up those funds or order more materials.
- ✓ I will complete a **final evaluation** and upload a picture slideshow presentation and/or video to the Foundation for Orange County Public Schools Google drive to which I have been assigned no later than **April 26, 2022**.

If you have questions call the Foundation Office at 407-317-3261.

Teacher Signature

Date