



2022-2023 License4Learning Arts Education Impact Grant Grant Recipient Agreement

Please read, complete, sign and upload this signed agreement to the google drive that was shared with you no later than **January 25, 2023**. Please review and note all of the mandatory due dates listed below on your calendar. These are mandatory requirements and your assistance is appreciated.

Teacher: _____

School: _____

As a **License4Learning Arts Education Impact Grant** recipient, I agree to the following terms and conditions. I understand that failure to comply will result in forfeiture of my grant award and 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.
- ✓ I will work through my school's bookkeeping process to obtain my budgeted grant materials by the **January 11, 2023** deadline. Sales tax is **NOT** a reimbursable expense.
- ✓ 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 I **MUST** spend all my grant funds no later than **January 11, 2023**.
- ✓ 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, 2023**. **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.
- ✓ I will submit a **final evaluation** and a picture slideshow or video presentation to the Foundation for Orange County Public Schools no later than **April 26, 2023**. I will upload the slideshow to my assigned Goggle drive from the Foundation.

If you have questions call the Foundation Office at 407-317-3261 or email Neil.Otto@ocps.net.

Teacher Signature

Date