



2022-23 Lockheed Martin STEM Classroom Grant Grant Recipient Contract

Please read, complete, and electronically sign and sign this agreement that is located in your assigned Google drive that has shared with you no later than **January 11, 2023**. Please review and note all of the mandatory due dates listed below on your calendar.

Lead Teacher:	
School:	

As a **Lockheed Martin STEM Classroom Grant recipient**, I agree to the following terms and conditions. I understand that failure to comply will result in forfeiture of my grant awards and exclusion from future grant opportunities.

- ✓ I will send a thank you note or letter to Lockheed Martin Corporation and upload a copy to my google drive. Address to send note/letter: Community Relations Philanthropic Giving Lead, Missiles and Fire Control, Lockheed Martin Corporation, P.O. Box 650003, PT-42, Dallas, TX 75265.
 - ✓ I will acknowledge the Foundation for Orange County Public Schools and Duke Energy Foundation in ALL media announcements; and retain signed copies of photo release forms giving permission for the Foundation to use in its communications.
 - ✓ 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, the supplies and/or materials become the property of the OCPS school where last held.
- Exception:** Technology devices are the property of the Foundation. I understand when these items are funded in my grant, I **MUST** provide the Foundation with the serial number, affix Foundation property sticker to the equipment when provided, and be subject to inventory checks.
- ✓ I understand that I **MUST** spend all my grant funds no later than **January 11, 2023**.
 - ✓ I understand that any technology devices (computer, laptop, etc.) **MUST** be purchased via IBuy and follow district procedures and policies currently in place. I must also follow Management Directive B14 guidelines for any structural and wiring procedures.
 - ✓ I understand that if I have monies remaining after purchasing grant items, I may purchase supplies that benefit this grant project to use up funds and/or order approved additional materials.
 - ✓ Your Grant Expense Summary with copies of all receipts for purchases must be uploaded to your Google drive by **January 25, 2023**.
 - ✓ I will submit a final evaluation and a picture slideshow presentation to the Foundation for Orange County Public Schools no later than **April 26, 2023**.

Teacher Signature

Date