Grant #
Office Use Only

2015-16 Baptiste Donor Advised Science Grant

Recipient Contract

Please read, complete, sign and return this contract to the Foundation [via fax: 407-317-3457 or email: twanna.scroggins@ocps.net] by November 13, 2015.

Teacher: _____

School: _____

As a 2015-16 Baptiste Donor Advised Science 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 send a thank you note or letter to Baptiste Orthodontics and cc: the Foundation.
- ✓ I will acknowledge the Foundation for Orange County Public Schools and Baptiste Orthodontics in ALL media announcements; and I will forward to the Foundation ALL media announcements, photos of my project and 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. NOTE: Sales tax is not a reimbursable expense.
- ✓ I understand that I **MUST** spend my grant award as outlined in my grant application budget, and any changes must be requested in advance and approved by the Foundation for OCPS.
- ✓ 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 (e.g.; laptops, tablets or computers) is 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, and be subject to inventory checks.
- ✓ I understand that **ALL** technology devices (laptop, tablet, etc.) must be approved by ICTS and purchased via IBuy.
- ✓ I understand that I **MUST** spend all my grant funds no later than Dec. 11, 2015 and submit a Grant Expense Summary with supporting documents (invoices, check copies and/or SAP printout) by Dec. 18, 2015. NOTE: order summaries, purchase orders, and packing slips are not valid supporting documents.
- ✓ I understand that any grant funds not spent by December 11, 2015 **MUST** be returned to the Foundation along with my Grant Expense Summary and supporting documents by December 18, 2015.
- ✓ I will submit a final evaluation including at least one of the following: # of project participants who showed increased interest in STEM education, # of project participants who showed increased interest in pursuing a STEM career; or # of project participants who improved their grade in their math/science class. Project specific outcomes and the tools that were used to evaluate learning are also required. Evaluations are due to the Foundation for Orange County Public Schools no later than May 23, 2016.

Teacher Signature	**Principal Signature**
Date	**Date**