THE FOUNDATION FOR ORANGE COUNTY
PUBLIC SCHOOLS
Teacher Grants Program

FLORIDA 123 ABC SUPPORT EDUCATION

2015-16 License4Learning Arts Education Support Grant

Grant Recipient Agreement

Please read, complete, sign and return [via email: twanna.scroggins@ocps.net or fax: 407-317-3457] this Agreement to the Foundation for OCPS by September 15, 2015.

Teacher: _____

School: _____

As a 2015-16 License4Learning Arts Education 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 the Foundation for Orange County Public Schools.
- ✓ I will acknowledge the Foundation for Orange County Public Schools ALL announcements; and I will forward to the Foundation for OCPS ALL 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 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 Dec. 4, 2015 and submit a Grant Expense Summary with supporting documents (invoices, completed POs, check copies and/or detailed SAP printout) by Dec. 11, 2015. ***NOTE***: order summaries, purchase orders, and packing slips are not valid supporting documents.
- ✓ I understand that any grant funds not spent by Dec. 4, 2015 **MUST** be returned to the Foundation along with my Grant Expense Summary and supporting documents by Dec. 11, 2015.
- ✓ I will submit a final evaluation to the Foundation for Orange County Public Schools no later than May 23, 2016. Teachers who fail to submit an evaluation will be ineligible to apply for future Foundation for OCPS grants.

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