THE FOUNDATION FOR ORANGE COUNTY
PUBLIC SCHOOLS
Teacher Grants Program

FLORIDA 123 ABC SUPPORT EDUCATION

2017-2018 License4Learning Arts Education Impact Grant

Grant Recipient Agreement

Please read, complete, sign and return this Agreement by November 10, 2017 to the Foundation via email: twanna.scroggins@ocps.net or fax: 407-317-3457.

Teacher: _____

School: _____

As a **2017-2018 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 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 in 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 by the **Dec. 8, 2017** deadline (unless other arrangements have been made with the Foundation's grants manager). 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. 8, 2017** and submit a Grant Expense Summary with supporting documents (invoices, completed POs, check copies and/or detailed SAP printout) by **Dec. 15, 2017.** ***NOTE***: order summaries, purchase orders, and packing slips are not valid supporting documents.
- ✓ I understand that any grant funds not spent by **Dec. 8, 2017 MUST** be returned to the Foundation along with my Grant Expense Summary and supporting documents by **Dec. 15, 2017** (unless other arrangements have been made with the Foundation's grants manager).
- ✓ I will submit a final evaluation to the Foundation for Orange County Public Schools no later than **May 18, 2018**.

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