



2020-21 Math, Science & Energy Education Impact Grant Grant Recipient Contract

Please read, complete, sign and upload this signed agreement to the google drive that was shared with you no later than **January 25, 2021**. Please review and note all of the mandatory due dates listed below on your calendar. These are mandatory requirements and your assistance is appreciated.

Lead Teacher:	
School:	

As a **Duke Energy MSE Impact 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 am required to send a thank you note or letter to Duke Energy Foundation and upload a copy to my google drive.
Address to send note/letter:

Kari Conley, APR, Government and Community Relations Manager
Duke Energy
452 E. Crown Point Road
Winter Garden, FL 34787

- ✓ I will acknowledge the Foundation for Orange County Public Schools and Duke Energy Foundation 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 by the **January 11, 2021** 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, 2021**.
- ✓ I understand that any technology devices (computer, laptop, etc.) **MUST** be purchased via IBuy.
- ✓ 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.
- ✓ 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, 2021**. **NOTE:** Order summaries, purchase orders, and packing slips are not valid supporting documents.
- ✓ I will submit a final evaluation and a picture slideshow presentation to the Foundation for Orange County Public Schools no later than **April 25, 2021**. I will upload the slideshow in the google drive that was shared with me earlier in the year.

Teacher Signature

Principal Signature

Date

Date