



2021-22 Math, Science & Energy Education Impact Grant Grant Recipient Contract

Please read, complete, and electronically sign this agreement in your Google drive that was shared with you no later than **January 25, 2022**. 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 mail a thank you note 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, 2022** deadline. Sales tax is **NOT** a reimbursable expense. **Management Directive B14 is required to be followed for any electrical or structural grant approvals prior to submitting application.**

- 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, 2022**.
- ✓ I understand that any technology devices (computer, laptop, etc.) **MUST** be purchased via IBuy and **Management Directive B14** must be followed and approved prior to grant submission. All OCPS ordering procedures must be followed. Work with school bookkeeper to ensure vendor, pricing and all requirements are followed per ordering guidelines.
- ✓ 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, 2022**. **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, 2022**. I will upload the slideshow in the google drive that was shared with me earlier in the year.

Teacher Signature

Date