Grant #
Office Use Only

2017-2018 STEM Partnership Impact Grant

Grant Recipient Contract

Please read, complete, sign and return this contract by Nov. 10, 2017 to the Foundation for OCPS via email twanna.scroggins@ocps.net or fax 200-3457.

Teacher(s): _____

School: _____

As a **2017-2018 Duke Energy STEM Partnership 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 Duke Energy.
- ✓ I will acknowledge the Foundation for Orange County Public Schools and Duke Energy 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 understand that I **MUST** submit a mid-year Grant Expense Report that will include funds spent to-date with supporting documents (invoices, completed POs, check copies and/or SAP printout) and a **TIMELINE** to spend remaining funds no later than **Jan. 12, 2018**.
- ✓ I will work through my school's bookkeeping process to obtain all of my budgeted grant materials by the **Apr. 13, 2018** deadline (unless other arrangements have been made with the Foundation's grants manager. 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, the supplies and/or materials become the property of the OCPS school where last held.
  - o **Exception:** Technology devices (laptops, tablets, etc.) 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 if I am unable to purchase the approved supplies, materials and/or equipment, I will contact the Foundation to get approval to modify my budget **PRIOR** to ordering / purchasing replacement items.
- ✓ I understand that any technology device (laptops, tablets, etc.) **MUST** be purchased via IBuy.
- ✓ I understand that I **MUST** submit a final Grant Expense Report no later than **Apr. 20, 2018** with supporting documents (invoices, completed POs, check copies and/or SAP printout). NOTE: order summaries, quotes, uncompleted purchase orders and packing slips are not valid supporting documents.
- ✓ I understand any grant funds not spent by **Apr. 13, 2018** **MUST** be returned to the Foundation along with my Grant Expense Summary and supporting documents by **Apr. 20, 2018**.
- ✓ I will submit a final on-line 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 also are required. On-line evaluations are due to the Foundation for OCPS no later than **May 18, 2018**.

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