

**Bartlesville Public Schools Foundation
2017-2018 GRANT AGREEMENT FORM**

The Bartlesville Public Schools Foundation (“the Foundation”) is delighted to present you with an _____ grant. Please review the following information, fill in the blanks, **sign and return to the Foundation by email: bpsfoundation@bps-ok.org or by District mail to the Foundation’s office at the Education Service Center (1100 S. Jennings) by: _____ 2017.**

The undersigned, on behalf of _____ (school or department), agrees to the following conditions in accepting a grant of \$_____ from the Foundation:

General Requirements:

- We agree that the funds received will be used solely for the purposes outlined in the grant proposal and for the benefit of the grant recipient(s). Foundation funds will not be used for any other project, expense, or person without the Foundation’s expressed consent.
- We agree to expend the grant funds within the same academic calendar year in which they were received.
- We agree to provide a grant report as outlined below.
- We agree to acknowledge the Foundation in all publicity and materials related to the program and, when requested, will use the Foundation’s logo and wording provided by the Foundation.
- Classroom Grants only: We agree to use only District-approved vendors for any necessary purchases.

Reporting Requirements:

On or before May 1 of the current academic year, or within thirty (30) days of implementing the funded program or project, whichever is later, we will provide the Foundation with a written grant report using the form provided by the Foundation and, if possible, digital photographs of the project for the Foundation’s use (only containing children authorized to be photographed).

Failure to submit a report in a timely fashion will be a consideration when applying for future grants from the Foundation.

I, the undersigned, agree to fulfill this agreement as outlined:

Site Principal’s Signature

Date

Site Financial Secretary’s Signature

Date

Lead Grant Recipient’s Signature

Date