



Bartlesville Public Schools Foundation GRANT AGREEMENT FORM

The Bartlesville Public Schools Foundation (“the Foundation”) is pleased to present you with a grant. Within **one week** of receiving this form, please review the following information, fill in the blanks, **sign and return it to the Foundation by email: bpsfoundation@bps-ok.org or by District mail to the Foundation’s office at the Education Service Center.**

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). The Foundation’s 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.
- Professional Growth grants: We agree to create a formal **plan for sharing the information** with other teachers across the District. We will **invite the Foundation to attend** if we hold a meeting or class to transfer knowledge, and regardless of whether a meeting or class is held, we will **report to the Foundation** on how the knowledge transfer was done.
- Classroom Grants: We agree to use only District-approved vendors for any necessary purchases.

Reporting Requirements:

Within thirty (30) days of implementing the funded program or project (or attending the requested conference) 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 students 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