



Hays CISD Education Foundation
GRANT AGREEMENT

Purpose:

The Hays CISD Education Foundation (HEF), with the help of our community partners, funds Excellence in Education grants, an initiative that invests in teacher creativity, removes barriers for students, and strengthens educational opportunities throughout HCISD. This agreement is required with the submission of your grant application in order to be considered for funding. The agreement helps the Foundation ensure that awards are:

1. Aligned with campus and district priorities,
2. Used for their intended purpose, and
3. Spent in compliance with requirements necessary to maintain its nonprofit status.

Responsibilities of Grant Recipients:

1. Use the grant awards for the purposes intended as stated in the application,
2. Expend grant funds by the end of the academic school year during which the grants were awarded (all unused grant funds will be returned to the Education Foundation at the end of the following July)
 - a. Exception: PD that takes place during the summer following the academic year,
3. Adhere to all District purchasing requirements,
4. Fully implement the project and submit a report to HEF within 45 days of completion Share successful procedures in staff development sessions,
5. Reconcile the differences should the amount of my grant award differ from the amount requested, and
6. Must provide campus bookkeeper with the budget spreadsheet submitted with the awarded grant application or, in the case of partial funding situations, the amended version of the budget spreadsheet.

Parties understand and agree:

1. If grant awardee does not submit the required report within the appropriate deadline, they become ineligible to receive funding for the next cycle.
2. Any equipment or items purchased with HEF grant dollars are property of the school to which the grant is awarded. If more than one school is awarded, equipment is to remain in the inventory of the school from which the lead grant applicant was employed at the time of the award.
7. The Foundation has granted my campus bookkeeper the authority to withhold the distribution of grant funds until they receive the budget spreadsheet.
8. All grant funds are payable to Hays CISD. HCISD finance department will provide campus bookkeepers with budget codes from which each grant awardee.

Grant Title: _____ Amount Requested: _____

Primary Contact Name: _____

Should I / my employee be awarded a grant, by signing below, I:

- Affirm acceptance of the grant award amount as presented during Grant Patrol,
- Acknowledge that I have read and understand the requirements and restrictions listed above and as noted in the FAQ, and
- Agree to adhere to the terms listed above and as included in the FAQ.

Primary Contact Printed Name	Primary Contact Signature	Date
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Campus Principal Printed Name	Campus Principal Signature	Date
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