



## Grant Agreement

<b>Grantee:</b>	Bel Air Elementary
<b>Grant Amount:</b>	\$7,500
<b>Purpose of Grant:</b>	To offset the costs associated with the implementation of the PLTW Launch Program.
<b>Award Date:</b>	4/22/2015
<b>Grant Period:</b>	6/1/2015 – 5/31/2016

This grant is awarded by **Project Lead The Way, Inc. (PLTW)** and is subject to the **PLTW Agreement, PLTW Agreement Program Requirements**, and also the following terms and conditions:

- A. This grant may be used only for the implementation of the PLTW Launch program. Refer to the PLTW Agreement and the PLTW Agreement Program Requirements documents for full PLTW Program details.
- B. This grant may be used during the period stated above; however, each subsequent year of funding is contingent upon meeting the requirements of the grant. Funds may be carried over to subsequent years, but must be spent by the end date of the final grant year. Any unspent funds will need to be returned to PLTW.
- C. The allowable expenses of the grant are as follows: PLTW participation fees, Core Training, program required equipment and supplies, a laptop designated to the PLTW teacher, a lab printer, and digital projector and screen.
- D. The unallowable expenses of the grant are as follows: meals, salaries and benefits, stipends, infrastructure, renovations, optional equipment, and other expenses unspecified as allowable.
- E. Grantee will provide PLTW grant reports by **April 15 of each year**. The annual reports include a program, financial, and data collection report. The reports are to be submitted electronically to [grants@pltw.org](mailto:grants@pltw.org) and can be accessed on the PLTW website - [Grant Reporting](#). Submitting timely reports is the responsibility of the district / school receiving the grant and PLTW reserves the right to determine satisfactory progress.
- F. Grantee will provide promptly such additional information, reports, and documents as PLTW may request and will allow PLTW and its representatives to have reasonable access to files, records, accounts, or personnel that are associated with this grant, for the purpose of financial reviews, verifications, or program evaluations as may be deemed necessary by PLTW. Any such information, reports, documents or access shall be limited to the evaluation of the **PLTW Program**

and the grant funding, and shall be made consistent with any applicable federal or state laws relating to the provision of such information.

- G. PLTW reserves the right to discontinue or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if Grantee has not fully complied with the terms and conditions of this grant.

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the PLTW grant, and hereby certify my authority to execute this agreement on Grantee's behalf.

Authorized Signing Official: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Check Payable: \_\_\_\_\_

Attention: \_\_\_\_\_

**The following action items should be completed and/or received prior to Year 1 installment payment:**

- Please visit the [PLTW Registration](#) page to register your district/school.
- Designated District Administrators add teacher(s) to the school's PLTW record. Instructions will be included in the registration/agreement process.
- Complete Readiness Training and register for Core Training. Registration opens in the spring.
- Obtain a copy of the W-9: Request for Taxpayer Information Identification Number and Certification Form.
- Review and sign the Grant Agreement and submit along with the copy of the W-9 to [grants@pltw.org](mailto:grants@pltw.org).

**Click here for [Grant Report Templates](#). Reports due by April 15, 2016:**

- Complete the Program Report.
- Complete the Financial Report.
- Complete the Data Collection Report.
- Complete Readiness Training and register for Core Training. Registration opens in the spring.