



## Terms of Grant

**Congratulations on receiving this award from the Claremore Public Schools Foundation. Please initial all items below to indicate that you fully understand the obligation of accepting a grant.**

- I understand that my grant funds have been deposited into the school site's activity account and all grant supplies are to be purchased according to school district procedure as stated in the School Board Policy Manual.
- I will keep the foundation office informed of my progress and notify the office when equipment purchased is in place, or when my project will begin.
- I will submit an "Evaluation Summary" in narrative form.
- I will submit an "Expense Report" attaching invoices and copies of cancelled checks at the end of this school year or conclusion of my project.
- I understand if my grant money is not utilized prior to \_\_\_\_\_ funding will be withdrawn. Exception must be received in writing to the Executive Director prior to that time.
- I understand that equipment and materials purchased with these grant funds become the property of Claremore Public Schools. I will notify the site administrator when equipment is received so it can be placed on the school insurance policy.
- I understand that photographs may be taken of my grant, or that visits may be scheduled to see my "grant at work." I will work with the Foundation office on scheduling. I am willing to showcase my grant at a Foundation event.
- I would be willing to have my students write thank you letters to Foundation Contributors. (Contact Foundation Office for details.)
- In an effort to raise awareness of the Claremore Public Schools Foundation's contribution to their child's education, I will send the attached parent letter home with my students (elementary students only).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Grant Period

\_\_\_\_\_  
Grant Amt.

\_\_\_\_\_  
School

\_\_\_\_\_  
Date Signed

PLEASE RETURN THIS COPY TO THE FOUNDATION OFFICE BEFORE PURCHASE OF GRANT MATERIALS.  
Claremore Public Schools Foundation • 102 W. 10th Street • Claremore, OK 74017

**Mission of the Claremore Public Schools Foundation**  
*"Enrich the quality of education in the Claremore Public Schools"*  
P.O. Box 575 • Claremore, OK 74018 • (918) 923-4308  
501(c)(3) Non-Profit Organization