

**The SDEA/NEA Educational Innovation Grant
Agreement for Grant Award**

This is an agreement between the SDEA/NEA and _____, coordinator, _____ (First Name) _____ (Last Name),

regarding a SDEA/NEA Educational Innovation grant of \$_____ for the project: _____ (amount requested)

(Title)

The project coordinator is: _____ (First Name) _____ (Last Name)

The team members are: _____
(Team Members)

The grant is awarded under the following terms and conditions:

1. The grant will be for the period between _____ (beginning date and ending date)
2. The agreement for grant award must be signed and returned to the SDEA/NEA Office in Pierre by **August 15, 2018**.
3. The payment will be mailed to the project coordinator. The agreement for grant award must be returned prior to distribution of grant funds.
4. The project coordinator and team members must be members of the South Dakota Education Association/NEA holding ACTIVE membership status during the school year in which the grant is implemented and must be employed in a position that allows the grant project to be implemented as it is described in the grant application.
5. The project coordinator agrees to administer all grant funds and to maintain accounting of all expenditures according to standard accounting practices. Records should be kept in such a manner that the receipts and expenditures of the grant funds will be shown in an easily understood form. Records of expenses and expenditures should be kept for at least one year and made available to the SDEA/NEA Educational Innovation Grant Program if requested.
6. The project coordinator will provide one mid-way progress report during the implementation of the grant. This report is due on **February 15, 2019**. The progress report should include a financial report of expenditures to date, according to the line items of the approved grant budget and a narrative of activities and

accomplishments to date. Please include any preliminary or completed products to date.

7. A final report in two parts will be provided no later than **August 31, 2018**. This report shall consist of two parts: (A) a final financial report detailing all expenses by line items of approved budget; (B) a final report of program activities, accomplishments, and evaluation results.

Please review your original proposal and note any significant variances between it and actual implementation. Explain how you measured the outcomes and success of the project. Explain what will happen in the future and how this project will continue. The final report should include all products developed under the grant.

8. Any grant funds not used within the grant period or not used because of early termination of the grant or not used for any other reason will be returned to the SDEA/NEA Educational Innovation Grant Program. Grant funds may only be used for budget items as stated in the grant proposal approved by the SDEA/NEA Board of Directors.
9. Use of equipment/materials purchased with grant money is under the control of the applicant and/or local education association. The equipment/materials purchased by the SDEA/NEA Educational Innovation Grant funds will not remain in use at any outside entity unless the grant applicant and/or students of the grant applicant are currently working with the project as described in the grant application. In the event of the recipient's departure from his/her current school district, all equipment/materials will stay with the local. The SDEA/NEA will not be held responsible for any misuse of the equipment.
10. If there is no further use of purchased equipment/materials, the applicant and/or local association may relinquish control to the school district. Ownership of equipment/materials purchased with grant money, for the purpose of inventory and maintenance, is given to the school district unless the equipment/materials was purchased solely with grant money and the applicant and/or local association elects to retain ownership and the responsibility of inventory and maintenance. The applicant and/or local education association may then donate it to the school upon completion of the project.
11. The project coordinator agrees to cooperate with SDEA/NEA efforts to publicize the project, to publicize the project locally by working with the local education association, and to notify SDEA/NEA of any local publicity.

The SDEA/NEA will announce Educational Innovation grant recipients. **Please enclose photos of the project coordinator and team members with this agreement.**

12. The project coordinator agrees to implement fully the program described in the

submitted proposal and any materials produced in conjunction with this grant will include the following statement: "The project is funded by a grant from the SDEA/NEA Educational Innovation Grant Program".

13. The coordinator and/or team members agree to share the project by presenting at the SDEA approved workshops.

14. It is understood by this agreement that SDEA/NEA may use and/or permit others to use all or any portion of the progress and final reports and products without limitation or reservation and without further compensation beyond the grant funds awarded to the project coordinator.

The signatures below attest agreement to the above terms and conditions.

(First Name) (Last Name)
Coordinator of Project

Date

Mary J. McCorkle, President
SDEA/NEA

Date