This AGREEMENT made and entered into by and between the Idaho Commission for Libraries (ICfL), hereinafter known as the GRANTOR, and ____________________, hereafter known as the GRANTEE.

The GRANTOR is the administrator of State funds provided through the State of Idaho. The GRANTOR has approved the application submitted by the GRANTEE by May 6, 2015, and that application is by reference attached to this AGREEMENT, as Exhibit A.

The GRANTEE has applied for funds to implement the project outlined in Exhibit A of this AGREEMENT. The GRANTOR and the GRANTEE are willing to cooperate on said project, and agree to and execute this AGREEMENT according to the following terms and conditions:

1. This project will not begin before July 1, 2015 and the receipt of the signed grant agreement.

2. The Read to Me State Funds will be disbursed to the GRANTEE by September 16, 2015, providing the grant agreements have been received and signed by September 15, 2015.

3. $X,XXX from State Fiscal Year 2016 State Funds is awarded through this contract.

4. The GRANTEE agrees to:
   
a. SPEND OR OBLIGATE ALL GRANT FUNDS BY April 18, 2016: ANY UNEXPENDED OR UNOBLIGATED BALANCE OF FUNDS AS OF April 19, 2016 SHALL REVERT TO THE CONTROL OF THE GRANTOR.

   b. Begin work on the project within a reasonable time after this AGREEMENT is signed by both parties, and complete the project no later than April 18, 2016 in accordance with the timeline and the terms of the project as outlined in Exhibit A.

   c. Submit required Read to Me Mini Grant Interim and Final Reports according to the following schedule or as outlined below:
d. Comply with the following special requirements of the grant as cited below and stated in the grant application for Roberts Elementary School:

- All kindergarten and 1st grade students will be allowed to check out and take home more than one book per week starting in their first semester of school.

- If your school has a developmental preschool program on school grounds, all children enrolled in that program will be allowed to check out and take home more than one book a week starting in their first semester of school.

- Students in all grades will be allowed to check out nonfiction books.

- All grant funds will be spent on age-appropriate books for pre-K, Kindergarten or 1st grade students. Funds can be spent on fiction or nonfiction books, but at least 40 percent of the funds must be spent on nonfiction books. Age-appropriate titles for these grade levels need to take into account the interest level for young children and include primarily good quality, read-aloud titles for family members to read to students in these grades, not necessarily reading levels of K-1 students. Book purchases may include up to interest level for grade 2.

- Accelerated Reader tests and e-books are not allowable purchases with these funds.

- Up to 5% of the grant award can be spent on book processing supplies (i.e. labels, barcodes, processing fees with vendors).

- School library representatives are strongly encouraged to attend a day-long training in August in their region. Mileage for those traveling more than 40 miles one-way will be reimbursed. See flyer for dates, locations and draft agenda. If participants can’t attend a training session, a make-up webinar will be held at a later date.

- Grantee will complete both an interim grant report (due January 18, 2016) and a final grant report (due April 18, 2016).

- Grantee will be well-prepared for both grant reports by working with their school district personnel and tracking grant information throughout the grant period. Interim and final reports will ask for a list of fiction and nonfiction titles and a summary or account ledger of grant expenditures, circulation statistics by grade level (when possible), and feedback on
changes in circulation practices. Reports will not require copies of book invoices or receipts, but the grantee is reminded to keep these records for 5 years following the close of the grant – see section 4. - h.

e. Seek guidance from the Read to Me Project Coordinator assigned to the grant or the ICIL Grants Officer on changes that alter the project, its activities, or budget. Submit in writing to the State Librarian requests for approval of significant changes as determined by the Read to Me Project Coordinator or Grants Officer.

f. Inform the GRANTOR in between scheduled reporting dates of the following types of conditions as they become known:

   problems, delays or adverse conditions which will impair the ability to attain the objectives OR outcomes of the project or to utilize project funds.

g. Make the grant documents and all fiscal, accounting and performance records which are pertinent to the grant, accessible to the State of Idaho, the GRANTOR or any of their authorized representatives, for an audit or a less formal records examination.

h. Maintain all project financial, programmatic, inventory records and supporting documents intact for a period of five (5) years after the completion of the project as determined by the GRANTOR. (The time period for retention of project records begins on the date of the award letter and lasts for five years.)

i. Maintain financial and programmatic records for this project separate from financial and programmatic records of other projects. Lists of books purchased for this project will need to be submitted with the grant reports.

j. Maintain accounting records that make expenditures readily apparent including, but not limited to, the amount of funds under the grant award, the total cost of the project, how all projects funds are being used, and other records to facilitate an effective audit. Support accounting records by such source documentation as canceled checks or paid bills.

k. Comply with Federal and State laws, rules and regulations and the GRANTOR’s policies, procedures and requirements as they relate to the acceptance and use of funds for this State-funded project.

5. The GRANTOR agrees to:

   a. Furnish funds to the GRANTEE. Payments will be made in accordance with the procedure outlined in the Read to Me Mini Grant Guidelines.

   b. Provide information, consultation, technical assistance, and required forms, as appropriate.

   c. Review all proposed changes to the project to assure that such changes are consistent with applicable statutes, regulations, and the Annual Program.

6. In the event that the GRANTEE does not comply with the terms of this AGREEMENT, the
GRANTOR has the right to terminate this AGREEMENT. Such cancellation will be by written notice and will outline compliance violations. The GRANTEE may appeal for reconsideration by giving written evidence of compliance within twenty (20) days following the receipt of the notification of noncompliance. In the event the appeal is not granted, the GRANTOR will terminate this AGREEMENT and the GRANTEE will repay any questioned or disallowed costs to the GRANTOR.

7. The GRANTEE has the right to request the GRANTOR to terminate and cancel this AGREEMENT upon written notice. If this AGREEMENT is terminated or canceled, the GRANTEE may be required to relinquish funds allocated under this AGREEMENT. Funds will not be authorized for any new obligations made after the date of this AGREEMENT’S expiration or termination.

8. Amendment to this AGREEMENT may be initiated by either party through written notification. The GRANTEE may submit to the State Librarian a request detailing the terms of and rationale for a project change. The State Librarian will make a determination as to the appropriateness of the request and will issue to the GRANTEE approval or denial in a written response. The GRANTOR may amend this AGREEMENT if the terms herein are found to be inaccurate or need to be modified for compliance purposes.
My signature acknowledges that I have read, understand, and agree to comply with this AGREEMENT.

GRANTEE

________________________________
________________________________
________________________________

GRANTOR
Idaho Commission for Libraries
325 West State Street
Boise, Idaho 83702-6072

School District Superintendent
Ann Joslin, State Librarian

(Signature of Superintendent)  
(Signature of Ann Joslin)

(Date signed)  
(Date signed)

School Name & Address

________________________________
________________________________
________________________________

Name of School Principal: (please print): ____________________________

(Signature of the School Principal) _________________________________

(Date signed) ______________

Name of School Librarian: (please print): ____________________________

(Signature of the School Librarian) _________________________________

(Date signed) ______________