

Grant Agreement #: SLAS17-__

Project Name: Read to Me State Funds, School Library Access (Summer)

IDAHO STATE FUNDED READ TO ME GRANTS
As administered by the
Idaho Commission for Libraries
State of Idaho

GRANT AGREEMENT between Idaho Commission for Libraries
And _____

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 Feb 25, 2016, 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 August 1, 2016 and the receipt of the signed grant agreement.
2. The Read to Me State Funds will be disbursed to the GRANTEE by September 16, 2016, providing the grant agreements have been received and signed by September 15, 2016.
3. \$_____ from State Fiscal Year 2017 State Funds is awarded through this contract.
4. The GRANTEE agrees to:
 - a. SPEND OR OBLIGATE ALL GRANT FUNDS BY **September 15, 2017**; ANY UNEXPENDED OR UNOBLIGATED BALANCE OF FUNDS AS OF **September 16, 2017** 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 **September 14, 2017** 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:

Read to Me Mini-Grant Interim Report
To be postmarked by:
January 13, 2017
For the reporting period August 1, 2016 – December 31, 2016

Read to Me Mini-Grant Final Report
To be postmarked by:
September 15, 2017
For the reporting period August 1, 2016 – September 14, 2017

- d. Comply with the following special requirements of the grant as cited below and stated in the grant application for _____ Elementary School:
- Allowable grant purchases include books for all ages of students (K-6), funding for personnel to keep the library open during the summer OR funding for an alternate plan to deliver or provide books at outreach sites over the summer, and PR and evaluation materials.
 - Plan/prepare for grant activities September 1, 2016 – May 31, 2017; Implement grant activities June 1, 2017 – August 31, 2017; Evaluate and report on grant activities by September 15, 2017.
 - Accelerated Reader tests and e-books, library management software, furniture, prizes (other than books) and food 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 a school library representative for the GRANTEE cannot attend a face-to-face training session, a make-up webinar will be held at a later date and at least one school library representative must participate or listen to this webinar and report to the GRANTOR that the webinar has been viewed before funds can be dispersed.
 - GRANTEE will complete both an interim grant report (due January 13, 2017) and a final grant report (due September 14, 2017).
 - 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 summary of items purchased with grant funds, students served by grade level, circulation statistics by grade level, and outcomes achieved. Reports will not require copies of book invoices or receipts, but the GRANTEE is reminded to keep these records for three (3) years following the close of the grant – see section 4. - h.

- e. Seek guidance from the GRANTOR's Read to Me Project Coordinator assigned to the grant or the GRANTOR's 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 three (3) 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).
- 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 project 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 Section 2.
- b. Provide information, consultation, technical assistance, and required forms, as appropriate.

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

(Signature of Superintendent)

(Date signed)

Ann Joslin, State Librarian

(Signature of Ann Joslin)

(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) _____