



Inspire the Future Grant 2023 Grant Agreement

Please sign and date at the bottom of this document to verify the following terms of this Inspire the Future Grant Agreement. Once Austin Ed Fund receives your signed grant agreement, an electronic transfer of the awarded funds to your school's activity account will occur. Bookkeepers should transfer awarded funds to an appropriate school activity account that is related to the project.

- I am aware that these funds are earmarked for the purpose described in my grant application and are to be used for this project exclusively.
- I will follow my campus policies and procedures to access and utilize award funds, including providing the proper receipts or verification.
- I will follow current safety protocols as provided by AISD and health authorities regarding the implementation of my project and any related events.
- I will be responsible for submitting a mid-year progress report form to Austin Ed Fund by January 31 of my grant year.
- I will be responsible for submitting a completed final report form to Austin Ed Fund, including a record of all expended funds, within a year following my award notification OR within 30 days of the project's completion.
- I will participate in a debrief interview with Austin Ed Fund staff after the project has completed to discuss my successes and challenges.
- I am aware that excess funds are required to be returned to Austin Ed Fund.
- I will contact Austin Ed Fund with any questions or challenges implementing the project as intended.
- I will share and give Austin Ed Fund permission to use images and videos submitted with any reports for publicity, and understand that any students featured in photos or videos have media releases in place.
- I will recognize the Austin Ed Fund in any school publications, website, or social media regarding this project.
- I am willing to serve as an Austin Ed Fund Ambassador by participating in Austin Ed Fund events or campaigns when available.

Project Title: _____

Campus: _____ **Date:** _____

Applicant Name: _____ **Applicant Signature:** _____

Co-applicant Name: _____ **Co-Applicant Signature:** _____

Principal Name: _____ **Principal Signature:** _____



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Addendum - Supplemental Pay Instructions

If you requested a portion of your proposed project budget for supplemental pay for the applicant and/or collaborators, some stipulations apply:

- Supplemental pay may only be used for project planning and implementation purposes outside of the project lead and/or collaborator's contract hours.
- You may request up to 10 hours of supplemental pay for the project lead or up to 20 hours of supplemental pay to compensate the project team (which may include multiple collaborators).
- Your bookkeeper will need to create an 865 budget line to distribute supplemental pay to the applicant and/or collaborators via a Cash Transfer Authorization form. For any questions regarding 865 accounts, please contact Tina Montgomery in AISD's Finance Department.
- Current supplemental pay rate for planning/prep for professional staff is \$25/hour, while classified staff will be paid their usual hourly rate. (See budget codes below)

Professional:

| | | | | |
|-------|--|---------|--------|------------|
| 12664 | Curric Writing/Prof Activity Campus Level - Prof Emp | \$25.00 | Hourly | Prof/Admin |
|-------|--|---------|--------|------------|

Classified (Non-Exempt):

| | | | | |
|-------|--------------------------|--|--------|------------|
| 12466 | Gen Activity - IFAS rate | | Hourly | Classified |
|-------|--------------------------|--|--------|------------|

If you did not include supplemental pay in your proposed project budget, then please disregard this addendum.