

Agreement By and Between
RADNOR EDUCATIONAL FOUNDATION, INC. (the “Foundation”)

and

_____ (the “Recipient”)

Title of Project: _____ (the “Project”)

Amount of Grant: _____

REF Grant Number: _____

All funds provided by the Foundation for the Project shall be used exclusively for the purpose of implementing the Project in accordance with the attached grant application submitted by or on behalf of the Recipient (the “Application”) and the guidelines of the Radnor Township School District (the “District”). The Foundation authorizes the District to monitor the Project in a manner most effective to the District. The Foundation reserves the right to publicize the Project.

In any and all promotional materials for the Program (including, without limitation, posters, pamphlets, brochures and advertisements of any type and in any medium) and in any work product generated from the Project (including, without limitation, any report, film, tape or program) the Recipient shall include the Foundation mark, logo and attribution statement available from the Foundation. The Recipient shall deliver to the Foundation a specimen of each of its uses of the Foundation mark, logo and attribution statement for approval by the Foundation prior to the publication of any promotional materials for the Program or work product generated from the Program. The Recipient shall not use the Foundation mark, logo, attribution statement or banner in any manner whatsoever other than as described in this Agreement or as authorized in writing by the Foundation. All goodwill generated through the use of the Foundation mark, logo, attribution statement and banner in connection with the Program shall inure solely to the benefit of the Foundation.

The procedure to be followed to procure goods and services for the Project shall be as follows:

- The Recipient shall direct invoices for goods to be procured or services to be performed under the Project to Liz Stauffer, REF’s Grant Administrator; or
- Invoices for goods to be procured or services to be performed under the Project shall be administered through the District, as follows:
 1. Upon approval of the grant by the Board of School Directors, REF will contact Chris Cavalli with the appropriate information, including a copy of this Agreement, which he will input into the requisition so that goods and/or services can be procured. **The requisition must include the grant name and REF Grant Number.**
 2. The Recipient will provide all details relating to the purchase to Chris Cavalli, who will create a requisition and place the order. **The requisition must include the grant name and REF Grant Number.**
 3. The Recipient will instruct the building secretary that a purchase order will be sent to the building secretary by the Business Office.
 4. When items are received, the Recipient must forward packing slips and invoices (with an indication of whether the invoice is appropriate for payment) to Chris Cavalli and he will prepare the bill and forward to Molly McKenna for payment.
 5. If a PTO/REF grant check comes to the Recipient, the Recipient shall forward the check to Chris Cavalli so that he can deposit into the appropriate account and match the purchase with the payment.

The District shall own all right, title and interest in and to all work product generated from the Program, and all intellectual property rights in or associated with any such work product (including, without limitation, all

patent rights, copyrights and trademarks). The Recipient hereby assigns and transfers to the District all of the Recipient’s right, title and interest in and to such work product and intellectual property rights. Upon the request and at the expense of the District, the Recipient shall execute and deliver any and all instruments and documents and take such other acts as may be necessary or desirable to document the assignment and transfer described in the preceding sentence or to enable the District to secure its rights in such work product and intellectual property rights.

The Recipient agrees to assist REF in efforts to publicize REF’s support for the Project, including as follows:

- Invite REF to the implementation of the Project.
- Notify REF's director, the REF Grant Facilitator for the Project, and Theji Brennan, the District’s Interim Director of Communications (Theji.Brennan@rtsd.org), of the date, time and place of Project implementation.
- Promote the grant from REF in all publicity and promotions that are prepared for the Project. Some of these marketing vehicles may include class websites, email and flyers for parents, on-site signage, etc. REF should be tagged in any social media at **@radnoredfoundation** (Instagram), **@radnor_ed_f** (Twitter) or **@radnoereducationalfoundation** (Facebook).
- Upon completion, Recipient shall prepare for District families of students involved with the Project a letter requesting program feedback and financial support of REF. The following requirements shall apply to the letter:
 - ❖ This letter must be approved by REF before being distributed.
 - ❖ This letter may be distributed via USPS, email or letters sent home in backpacks.
 - ❖ The delivery method will depend on the number of students involved and be determined in consultation with REF staff.
 - ❖ REF will pay for printing and mailing costs (if any).
 - ❖ **The Recipient agrees to prepare a written *Grant Summary Report* at the conclusion of the Project, and no later than June 30th 2025 for fall and winter grants OR December 1st 2025 for spring grants, describing the results and the potential value of the Project in promoting educational programs in the District.**

The Foundation may suspend or terminate the Project in the event of (i) any breach of this Agreement or the Application by the Recipient, or (ii) the Recipient’s inability or failure to perform satisfactorily in accordance with this Agreement or the Application. **The grant term is for (1) year, unless otherwise approved.**

Agreed to as of this _____ day of _____, 2024.

<p style="text-align: center;">Radnor Educational Foundation, Inc.</p> <p>By: _____ <div style="text-align: center;">Karen Conen, President</div></p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;">Grant Recipient Signature</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="text-align: center;">Grant Recipient Print Name</p>
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