



Letter of Agreement: Partners for Middle School STEM

Thank you for your participation in the Urban Libraries Council's Partners for Middle School STEM initiative. This project is designed to help libraries build multi-sector STEM Partnerships to reach low-income middle school students to provide programs that ensure youth have fun with STEM while learning and understanding its long-term relevance and value in their lives.

This letter outlines our work together and funder compliance and reporting requirements. For your records and reporting, this work is being supported by a federal grant through the Institute of Museum and Library Services (IMLS) grant number LG-95-18-0025-18.

By participating in this project, you agree to abide by the following terms and conditions.

1) Recognition

All materials and press releases publicizing or resulting from grant activities must contain an acknowledgement of ULC as the lead agency and of IMLS support, unless you are advised otherwise.

This includes items such as invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and electronic items such as websites and e-mail announcements. The type of recognition varies according to the type of activity. Please use the following guidelines for acknowledgement:

- Written materials must include a credit line indicating the project is led by ULC and acknowledge IMLS as a source of support;
- Graphic items such as posters or brochures should include the ULC logo and the IMLS logo (available at <https://www.ims.gov/grants/grant-recipients/grantee-communications-kit/ims-logos>);
- Electronic items should link to the IMLS website, www.ims.gov;
- Audio/video broadcasts must include a tagline indicating ULC as the lead agency and IMLS as a source of support.

2) Travel and travel reimbursement

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by those on grant-related official business. Such costs may be charged on an actual cost basis, except for mileage which will be based on the IRS non-profit rate. For commercial air travel, airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable, except in limited circumstances approved in advance by ULC.

3) Reporting to ULC

ULC will provide a format for a progress report due to ULC on or before June 15, 2019 and a final report due on or before May 31, 2020.

4) Program Support

Per the terms of the award from IMLS, your library will receive up to \$10,000 in direct program support. This is not a sub-grant, but rather support for your pilot project(s). This request may include program supplies, technology, transportation or other costs associated with reaching and engaging low-income youth in STEM.

Each team will submit a budget on or before July 31, 2019 for allowable costs to include supplies, materials and any other relevant costs or support to better reach underserved communities. Personnel time cannot be included in the request.

On approval of the request by ULC, your project lead should confirm if the library or your foundation will be receiving the funds. Funds will be dispersed to the requested agency within 30 days.

5) Library Personnel Commitment

As a participant, your library is asked to commit to a consistent project leader(s), participation from the Library CEO as requested and appropriate staff time to implement your pilot project. This time is considered an in-kind match of federal funds and you are asked to track your time per your institutions policies and practices.

6) Accounting for Funds

Your organization's financial management system and internal controls must meet applicable federal requirements, including identification, in its accounts, of all Federal funds received and expended, the Federal programs under which they were received and account for the Federal funds in accordance with state laws. If this is your only federal funding, you will not be subject to further reporting requirements.

7) Dissemination of Results

Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services. For this reason, IMLS encourages creators of works resulting from IMLS funding to share their work whenever possible through forums such as institutional or disciplinary repositories, open-access journals, or other media. All work products resulting from IMLS funding should be distributed for free or at cost unless IMLS has given you written approval for another arrangement with ULC.

You may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under the award. ULC reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for association purposes. IMLS reserves a royalty-free, worldwide, nonexclusive, and irrevocable right to: (1) obtain, reproduce, publish or otherwise use the material, report and data first produced under the award; and (2) authorize others to receive, reproduce, publish, or otherwise use such material, report and data for Federal purposes.

8) Lobbying

The participating library may not conduct political lobbying within the Federally-supported project. In addition, the library may not use Federal funds for lobbying specifically to obtain additional awards, or other Federal actions.

9) Warranties

Each party covenants, warrants and represents that it shall comply with all laws and regulations applicable to this Agreement, that it has the full right and legal authority to enter into and fully perform this Agreement in accordance with its terms without violating the rights of any other person; that its trademarks do not infringe the trademarks or trade names or other rights of any other person; and that it shall exercise due care and act in good faith at all times in performance of its obligations under this Agreement. The provisions of this Section shall survive any termination or expiration of this Agreement.

If you have any questions about this letter of agreement, please contact Angela Goodrich, Finance and Administration Executive at agoodrich@urbanlibraries.org.

Accepted by:

Signature

Sammy Baggett

Angela Goodrich

Date

4/23/19

4/9/19

Name

Title

Organization

Angela Goodrich

Finance and Administration Executive

Urban Libraries Council