



GOVERNOR'S
EARLY LITERACY
FOUNDATION

GRANT CONTRACT BETWEEN
GOVERNOR'S EARLY LITERACY FOUNDATION
AND
PARTNER NAME

This Grant Contract by and between Governor's Early Literacy Foundation, herein referred to as "GELF", and **Partner Name**, herein referred to as "Grant Recipient", serves to formalize the partnership as it relates to the launch of a summer mobile literacy unit program, herein referred to as "The Summer Book Bus," as further defined in the "scope of services".

A. Scope of Services

- A.1.** Grant Recipient shall provide all services and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Grant Contract.
- A.2.** The Summer Book Bus will provide Dolly Parton's Imagination Library ("DPIL") enrollment and literacy rich opportunities to children living in the Grant Recipient's community for at least three years beginning **Summer 2023**, with the goal of reducing literacy summer slide.
- A.3.** The Summer Book Bus will operate a minimum of 15 days during **Summer 2023**.
- A.4.** GELF will consider the **2023** Accelerate Grant application submitted on **DATE**, attached as Appendix A, as the Plan of Work for the project. Any proposed changes to the initial Plan of Work must be submitted in writing for approval before the Grant Contract is signed.
- A.5.** GELF will consider the approved budget as defined in the **2023** Accelerate Grant Award Notification Letter dated **DATE** and attached as Appendix B.
- A.6.** Any proposed changes to the Plan of Work or Budget determined after the effective date of the grant contract shall be submitted in writing to GELF for approval prior to the implementation of said changes.

B. Contract Period

- B.1.** The Grant Contract shall be effective **DATE** through **September 30, 2025**.
- B.2.** GELF shall have no obligation to provide further services or payments for services and expenses not completed during the contract period.

C. Funding

- C.1.** Grant Recipient will be awarded a maximum of **\$AMOUNT** toward the development and operations of The Summer Book Bus.



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- C.2.** Grant funds will be transferred via ACH transaction to Grant Recipient's bank account listed on the completed Financial Direct Deposit Form within 20 business days following receipt of the signed Grant MOA.
- C.3.** Grant Recipient agrees to retain a copy of receipts for all GELF-funded expenses associated with The Summer Book Bus through the end of the grant contract. Grant Recipient will be subject to audit of all invoices, vouchers, statements of cost, and reports and disbursements of funds by GELF related to The Summer Book Bus.
- C.4.** Grant Recipient will provide a final financial report as further defined in Section F. Reporting Requirements.

D. Standard Terms and Conditions

- D.1.** All produced materials, including but not limited to, notices, informational pamphlets, press releases, research reports, signs, exterior bus design, and similar public notices prepared and released by Grant Recipient, in conjunction with The Summer Book Bus, will be approved in advance by GELF and include GELF logos and/or recognition of funding. GELF logos will be provided.
- D.2.** Grant Recipient and GELF will carry out all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, and other federal laws prohibiting discrimination, and in such a manner that no person shall, on the grounds of race, color, national origin, religion, sex, age or disability be excluded from participation in, be denied the benefits of, or be subject to discrimination with respect to any of the staffing, programing, and/or services offered through the summer mobile literacy unit program.
- D.3.** All wages provided to instructors and facilitators of the summer mobile literacy unit program will be in accordance with prevailing wage laws as provided in *Tennessee Code Annotated*, Section 12-3-401 *et seq.*
- D.4.** Grant Recipient agrees to carry adequate insurance, including adequate public liability and other appropriate forms of insurance covering The Summer Book Bus and Grant Recipient's employees, and to pay all applicable taxes incident to this Grant Contract.
- D.5.** Grant Recipient agrees to indemnify and hold GELF harmless against any damages, losses, liabilities, settlements and expenses (including, without limitation, costs and attorneys' fees) in connection with any claim or action that arises from the operation of The Summer Book Bus funded under this grant contract.
- D.6.** If Grant Recipient fails to properly perform its obligations under this Grant Contract in a timely or proper manner, or if Grant Recipient violates any terms of this Grant Contract, GELF shall have the right to immediately terminate the Grant Contract, and grant funding in excess of fair compensation for completed services will be returned to GELF.
- D.7.** Equipment purchased with grant funds shall be owned by Grant Recipient, its assignees, and successors.



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E. Branding & Marketing Requirements

- E.1.** Grant Recipient must invite GELF to at least one regularly scheduled bus stop in 2023. In addition, GELF must be invited to attend any bus launch, dedication, or any other event where media is invited.
- E.2.** As requested, each Grant Recipient must be willing to participate in GELF-directed marketing projects to raise awareness of the Book Bus program. This includes, but is not limited to:
- Filming b-roll at bus visits
 - Taking photos of bus and bus programming
 - Collecting stories and testimonials from children and bus staff
 - Attending any additional activities in recognition of grant
- E.3.** Grant Recipient must attend GELF's Annual Booker's Book Bus Bash, which is a gathering of partners and school districts to showcase their existing buses and share best practices with interested parties. Grant Recipient must be willing to present during the Bash if requested by GELF.
- E.4.** Grant Recipient must distribute a co-branded press release to its community to announce the receipt of a GELF Book Bus grant. GELF will provide resources, such as template press releases, template media advisories, etc.

Prior to distributing any announcement communications, GELF must approve the draft. Email the final draft to GELF's Marketing Manager at bookbus@governorsfoundation.org for approval. Turnaround for approval is around five-seven business days.

- E.5.** Grant Recipient must recognize GELF and any GELF funding partners' logos on the bus wrap design in two places: the back of the bus and the passenger side, left of the door. GELF will provide the high-resolution templates, graphics, and logo files required to complete this requirement.

Prior to printing the bus wrap, GELF must approve the proof. Email the final proof to GELF's Marketing Manager at bookbus@governorsfoundation.org for approval. Turnaround for approval is around five-seven business days.

- E.6.** Grant Recipient will integrate the GELF tagline, logo, and program icon into any Grant Recipient-created social media graphics or promotional flyers:

- **Tagline/Language:** Accelerated by Governor's Early Literacy Foundation (GELF), whose mission is to strengthen early literacy in Tennessee. Visit GovernorsFoundation.org for more information about programs and resources.
- **Book Bus Program Icon** ([Access Here](#)); **GELF Logo** ([Access Here](#))

Prior to printing or sharing these materials, GELF must approve the proof. Email the final proof to GELF's Marketing Manager at bookbus@governorsfoundation.org for approval. Turnaround for approval is around five-seven business days.



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E.7. Grant Recipient will follow all other GELF branding guidelines, found [here](#).

F. Reporting Requirements

F.1. Progress Reporting

- a. The Project Coordinator, as defined in Appendix A, will, at a minimum, check in with GELF via email at least once every three months, prior to the launch of The Summer Book Bus to provide updates on its progress. Updates will include, but is not limited to, the following information:
1. Highlights of any and all activities completed during the last quarter
 2. Progress update on how the project is tracking against deadlines
 3. Participating vendors working with Grant Recipient on the program
 4. Challenges/solutions, as applicable, being worked through
- b. GELF may periodically check in with the Project Coordinator, via phone or email, to discuss status, program expenses, and/or receive updates.

F.2. 2023 Wrap Up Report - The 2023 wrap up report will consist of a project narrative, a photo and testimonial component, an outcomes-based component, and a financial report. It is due no later than **September 29, 2023**.

- a. The project narrative will include, but is not limited to, the following information:
- A description of three of the most successful activities completed over the summer and how you know they were successful;
 - A description of the least successful activity completed over the summer and how you could change it or replace it to be more successful;
 - A description of the community's response to the bus, including how you raised awareness, how you used any GELF-provided resources, and how families responded to GELF giveaways;
 - Suggest a GELF-provided resource that would be helpful as you implement your book bus program;
 - A description of any significant challenges encountered and the solutions you found to overcome them;
 - A description of three takeaways you will carry forward to next summer;
 - Two pieces of advice you would give to another school district pursuing a book bus



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b. The photo and testimonial component of the report will include, but is not limited to, the following:

- Ten *high-quality* photos –
 - Two exterior photos of the bus
 - Two interior photos of the bus
 - Four high-quality photos of programming
 - i.e. Teachers reading aloud, children reading, caregivers & children reading or doing a project together, etc.
 - Two 'Other' photos of your choice that tell your story
- Four quotes or stories from the following perspectives:
 - Participating Teacher
 - Participating Caregiver (Please provide grade of child)
 - Participating Student (Please provide grade of child)
 - Community stakeholder or volunteer

c. Grant Recipient will complete an informational survey to help GELF better understand how the bus operated, including answering questions such as: How many typical stops did your book bus make in a day? How long was a typical stop? etc. Grant Recipient will also provide outcome measures including, but are not limited, to the following:

- # and age of children served (by week, site, and in total)
 - # of children who visited the bus two times
 - # of children who visited the bus three or more times
- # of children enrolled in the DPIL via The Summer Book Bus
- # of children encountered already enrolled in the DPIL
- # of caregivers who visited the bus
 - # of caregivers who visited the bus two times
 - # of caregivers who visited the bus three or more times
- # of miles traveled
 - To track this information, get an odometer reading at the beginning of the summer and at the end, then subtract.
- # of days the bus provided services (15 days is the minimum requirement.)
- Approximate # of books distributed
- Approximate # of books checked out, if applicable
- Approximate # of meals/snacks distributed
- # of News Coverage Hits and total reach
- If social media was utilized, # of posts and # of impressions

d. Financial Reports will consist of, but are not limited to, the following information:

- An outline of budgeted vs. actual expenses for the period and inception to date, detailed list of financial contributions made from all funding sources,
- A total amount it cost 'start up' the bus
- A total amount of operating expenses for year one



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- F.3.** **2024 & 2025** Wrap Up Reports - The **2024 and 2025** wrap up report will consist of a project narrative, a photo and testimonial component, an outcomes-based component, and a financial report. They are due no later than **September 30, 2024** and **September 30, 2025**, respectively.
- a.** The project narrative will include the items outlined in F.2.a.
 - b.** The photo and testimonial component of the report will include, but is not limited to, the following:
 - Six *high-quality* photos –
 - Four high-quality photos of programming
 - i.e. Teachers reading aloud, children reading, caregivers & children reading or doing a project together, etc.
 - Two 'Other' photos of your choice that tell your story
 - Two quotes or stories from two of the following perspectives:
 - Participating Teacher
 - Participating Caregiver (Please provide grade of child)
 - Participating Student (Please provide grade of child)
 - Community stakeholder or volunteer
 - c.** The outcomes-based component will include the items outlined in F.2.c.
 - d.** The financial report will include the total cost of operating expenses for the year

G. GELF's Roles and Responsibilities

- G.1.** GELF will supply The Summer Book Bus with the following materials:
- A set of books
 - DPIL Enrollment Brochures
 - A pop-up tent that can be used at events or for outside-of-bus programming
 - Other materials (i.e. bookmarks, stickers, activity books, etc.) as inventory allows
- G.2.** Supplemental materials will be shipped no later than **DATE** unless otherwise requested.

In Agreement By:

Name
Director of Schools
Partner Full Name

Date



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Name

Title (Project Coordinator)

Partner Full Name

Date

Dean Dorsey Hoskins

Vice President

Governor's Early Literacy Foundation

Date

SAMPLE ONLY