

GRANT INFORMATION

GRANT NUMBER: # G-1512-56164
DATE OF AWARD: January 1, 2016
GRANT RECIPIENT: Amana Academy
ADDRESS: 285 South Main Street
Alpharetta, GA 30009

CONTACT INFORMATION:

E-mail: eabdalla@amanaacademy.org
PROJECT DIRECTOR: Engy Abdalla
GRANT AMOUNT: \$995.59
GRANT PERIOD: January 1, 2016-April 15, 2016
TITLE OF PROJECT: Teacher Initiative Grant 2015-2016
PURPOSE OF GRANT: Classroom Books and Resources
GRANTEE INSTITUTION FINANCIAL OFFICER: Craig Cangemi

GRANT PAYMENTS TO BE MADE PAYABLE TO:

Paid via check: Amana Academy
C/O Niki Fox, Advancement & School Services Director
285 South Main Street
Alpharetta, GA 30009

January 1, 2016

Engy Abdalla
285 South Main Street
Alpharetta, GA 30009

Dear Engy Abdalla,

I am pleased to confirm that Qatar Foundation International, LLC (the “Foundation”) has approved a grant in the amount of nine hundred nine-five dollars and fifty-nine cents (\$995.69) to the Amana Academy (the “Grantee”) in support of your Arabic program.

Please read all of the terms and conditions carefully, and, if you are in agreement with the description and terms of the grant, please sign below, retain a copy for your records, and return a countersigned copy to the Foundation as soon as possible.

By signing this agreement, you warrant that you have read and agree with the description and terms of the grant.

The grant will be paid in one payment of \$995.59; assuming all conditions of this agreement has been met.

Description of Grant: The grant is meant to support your Arabic classroom in accordance with your proposal. To that end, funding must be used to cover expenses relating to books and resources. Grant funds must be used for the purposes specified above, in adherence to the approved budget, appended as Attachment 1. Grants may not be used for any other purpose without the Foundation’s written agreement. Any grant funds not used for the purposes outlined above by April 15, 2016, shall be returned to the Foundation.

Hold Harmless: The Grantee agrees to hold the Foundation, its officers, directors, and employees harmless from any cost, damage, claim, liability (taxes included), or expenses, including attorney’s fees incurred by the Foundation or any amounts claimed by any third party against the Foundation in connection with activities conducted by the Grantee under the grant-funded project.

Published Materials/Videos/Photos: The Grantee shall provide one copy of each publication produced in connection with this grant, including books, photos, video, newsletters, CDs, press releases, journal and newspaper articles, and conference proceedings, to the Foundation within 15 days of the date that such items are produced. Grantee further agrees to provide

necessary photo release waivers of photographed students prior to submission of any published materials to QFI. Waiver templates can be provided by the QFI contact listed in this grant agreement.

Records and Reports: The Grantee is required to keep a record of and retain all receipts and expenditures relating to this grant. Upon completion of the project, the Grantee will submit the following documents to QFI:

1. A one-page financial narrative (including digital copies of receipts and expenditures)
2. A 2-3 page narrative report (double spaced, 12-pt. font) that summarizes the project undertaken with the grant funds.

The Grantee shall also provide any other information as reasonably requested by the Foundation. More information on final reporting can found in Attachment 2.

Responsibility for the Grant: The Grantee shall be fully responsible, liable, and accountable for all sums received under this grant. The Grantee is fully responsible for any and all tax consequences of this award. The Grantee shall exercise the same care in the administration of the grant as it exercises in the administration of its own funds, giving due regard to economy and efficiency. The Foundation expects the Grantee to follow its entity's established policies and procedures, as long as they are not inconsistent with any other clause in this agreement. The Grantee's financial records must record all receipts and expenditures of grant funds fully.

Reporting Schedule: Reports on this grant are due by **April 15, 2016**.

Submissions to QFI's Online Database: Grantee also agrees that above items produced in connection with this grant can be published on one of QFI's online databases in an effort to share resources with the larger education community.

Transparency. Grantee agrees that by accepting these funds the grantee will provide unrestricted access to its teachers the level of funding available under this grant for materials, supplies, and cultural events as well as the proper procedures for timely disbursement when requested by the teacher. Failure to provide such transparency could potentially inhibit an entity's ability to qualify for future grants.

Grant Contact: Please direct all reports and inquiries pertaining to the management of this grant to:

Craig Cangemi
Program Officer
Qatar Foundation International, LLC

1400 Eye Street NW, Suite 200
Washington, D.C. 20005
Tel. (202) 618-3862
E-mail: ccangemi@qfi.org

We look forward to working with you during the coming year.

Sincerely,

Maggie Mitchell Salem
Executive Director

This agreement is to be signed by an officer of the Grantee who is duly authorized to sign on behalf of the organization, and by the project director of the organization to signify that both agree with the terms and conditions specified above and in the attachments to this letter. If the project director is authorized to sign on behalf of the organization, the same person may sign in both capacities. The Grantee represents that the execution and delivery of this agreement has been authorized by appropriate action of the governing body of the Grantee and that the persons signing below on its behalf have been duly authorized to execute this agreement on its behalf.

Engy abdalla

Signature of Authorized Official

Engy Abdalla

Name/Title of Authorized Official

1/4/2016

Date

Engy Abdalla

Signature of Project Director

Engy Abdalla

Name/Title of Project Director

1/4/2016

Date

ATTACHMENT 1: APPROVED BUDGET

BUDGET REQUESTS		
Budget Item	Grant Amt Requested	Grant Amt Recommended
Additional Resources	\$251.86	\$251.86
Teacher Bag	\$135.87	\$135.87
Spelling Book	\$49.50	\$49.50
CD	\$111.43	\$111.43
Teacher Book	\$251.13	\$251.13
Work Book	\$97.90	\$97.90
Student Book	\$97.90	\$97.90
Projector	\$251.99	\$0.00
Total Grant:	\$1,247.58	\$995.59

Grant funds must be used for the purposes specified above, in adherence to the approved budget. Grants may not be used for any other purpose without the Foundation's written agreement. Any changes to the above budget must be requested from the Foundation by sending a revised budget and a written explanation of the changes to Craig Cangemi at ccangemi@qfi.org. Permission to modify the approved budget will be granted only if requested in writing and in advance

ATTACHMENT 2: REPORTING REQUIREMENTS

Please address any questions regarding QFI Teacher Initiative Grant requirements to Craig Cangemi, Program Officer, tel. (202) 618-3862 or via email: ccangemi@qfi.org.

Financial and narrative reports must be uploaded to Fluxx as well as emailed to Craig Cangemi at ccangemi@qfi.org. Reports are **due April 15, 2016**.

Financial Reports

Please submit all financial information in U.S. dollars. Copies of all receipts relevant to the grant must be sent to QFI. Final financial reports should be one-page and include the following information:

- 1) QFI grant number
- 2) Dates covered by the grant
- 3) Amount of money received
- 4) Actual expenditures for the grant compared to each line item of the approved budget
- 5) Explanation of variances between budgeted amounts and actual expenditures
- 6) Amount of QFI grant funds remaining unspent
- 7) Receipts for any materials purchased with grant funds

Final Reports

In 2-3 pages (double-spaced, 12-pt font) or fewer, please provide the following information. Attach any QFI-supported products. If you purchased materials, you will be required to review the usefulness and quality of the materials you purchased. These evaluations will be shared with other Arabic teachers to improve best practices, but will be anonymous to protect your identity. Thank you for contributing to the field of Arabic language teaching!

- 1) What did you do with the grant funds? Did you follow your original proposal?
- 2) If materials, supplies, or textbooks were purchased with grant funds, what did you buy? Were the materials purchased helpful?
- 3) Did you use all the grant funds? If not, why not?
- 4) What was the impact of the grant (on you, your classroom, your students, or your program)? Please provide the total numbers of persons impacted by the grant (# of students, teachers, community members) and any relevant feedback from those who benefited from the grant project.
- 5) Did you have any difficulties completing the activities from your proposal or spending the grant funds? If so, briefly describe them.

We love to see pictures and videos of projects and events supported by grant funds! If you would like to share photos or videos, please send them to Craig Cangemi at ccangemi@qfi.org. Please provide any necessary photo release waivers of photographed students. Waiver templates can be provided by QFI.