

AQUATIC RESOURCE EDUCATION FUNDING AGREEMENT

THIS AQUATIC RESOURCE EDUCATION FUNDING AGREEMENT dated _____ (mm/dd/YYYY) is made between The Maryland Department of Natural Resources (DNR), and _____ (your name), at _____ (your school/organization), for the purpose of setting forth the terms and conditions by which DNR requires to provide financial services towards participation in the Trout in the Classroom program (TIC).

By signing this document you are agreeing to the following:

1. Services.

DNR will provide financial assistance for aquarium supplies and equipment, **as requested and approved**. DNR will provide reimbursement at 50% of total cost for buses and 100% of total cost for substitutes needed to complete the Trout Release Event, **as requested and approved**.

2. Actions required for services:

(a) Submit your funding request form by deadline (July 31st)

(b) Send the following documents/forms to the DNR representative for the TIC program, no later than August 15th.

- a copy of your signed Memorandum of Intent (MOI) with Trout Unlimited
- a completed W-9 form for your school/organization (if not already on file)
- a copy of this agreement signed and dated.

(c) Upon completion of the program in the Spring. After the trout are released. You must have completed the following:

- fill and submit The Maryland Department of Natural Resources Education Programs - Demographic Form for your TIC -classroom programming.
- fill and submit The Maryland Department of Natural Resources Education Programs - Demographic Form for your TIC- Trout Release.
- *This form will be made available to you via email from the DNR representative for the TIC program*

3. Requirements for Reimbursement (if applicable):

(a) In addition to the requirements listed in section 2, to receive reimbursement for buses and/or substitutes you must:

- send an invoice on school/organization letterhead to the DNR representative for the TIC program. An invoice template can be found on the DNR- Trout in the Classroom website.
- send proof of payment for buses and/or substitutes to the DNR representative for the TIC program.

4. Disclosure:

(a) Failure to meet the above requirements will result in cancellation of funding for your school/organization.

- If you already received aquarium supplies, but do not complete the requirements, DNR will ask that you return those supplies. If not returned, your school/organization will not be considered for funding in the future.

(b) If you for any reason need to remove yourself from the program and no longer need funding, please reach out to the DNR representative for the TIC program as soon as possible. They will assist you on how to proceed.

DNR Representative for the TIC program:

Chelsea C. Miller -DNR-, Aquatic Resource Educator, Chelsea.Miller@maryland.gov

5. Please sign below:

	Print Name: _____
Signature	Title: _____
	Date: _____