

**Matching
Funds
Project Guide**

2019-2020



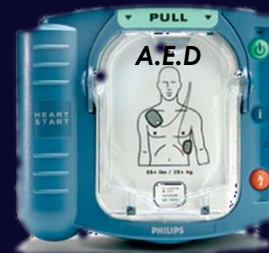
WHAT IS “MATCHING FUNDS”?

The Matching Funds program is a collaborative effort in which school level funds are matched (to a certain percentage) by the district for the funding of certain projects. Matching Funds are to be used to provide permanent additions or permanent improvements to buildings and grounds as it relates to the Rowan-Salisbury Schools’ safety and literacy initiative. Where possible, the project should benefit both the school population and the community. Matching Funds may also be used to purchase instructional equipment and the furniture that supports such equipment.

TYPES OF PROJECTS ALLOWED

- ✓ Collaborative Space Furniture
- ✓ Technology
- ✓ AED- Automatic External Defibrillator
- ✓ Fencing
- ✓ Purchase and Installation of Playground Equipment
- ✓ Document Cameras

Possible project ideas:



TYPES OF FUNDING

ALLOWED

- ✓ PTA
- ✓ Boosters
- ✓ Contributions/Gifts

NOT ALLOWED

Any School Funds that are subject to Audit.

Quotes , Proposals and Bids:

- ▶ All Matching funds projects should be competitively priced.
- ▶ Any project that is over \$2,500 should have **three quotes, proposals or bids.**

THE PROCESS

- Complete and return the application packet by the due date **September 23, 2019**
- Attach **3 quotes** to the application packet. Keep in mind the Operations Department is here to help. You are welcome to submit quotes/bids from any approved vendors. We will be happy to obtain additional quotes if needed for projects.
- Once the BOE has approved the application, you will be notified by email. The meeting is in **October** so you must have applications in by **September 23rd** for approval by the Board.
- Along with notification of approval we will *confirm* the amount of school funds needed for your project.
- Send in the schools portion of funds no later than **January 31, 2020**. Attn: Kristen Paustian.
- Make Checks Payable to: Rowan Salisbury Schools (see refer to the slide on types of funding that are acceptable). School funds cannot be used.
- All Purchase Orders for Matching Funds projects will be created by the Operations Dept. ***Do not place orders or approve any work to be done. This is done by the Operations Department only. In cases of construction type projects, Jeff Holshouser (Construction Manager) will act as liaison for you and the project vendors.***

THINGS TO REMEMBER



- Add TAX to the quotes even if the vendor does not. (7% on total project cost) We pay TAX on Shipping and Installation. Add it, even if the vendor does not include it.
- Calculate shipping at a minimum of 10% if the shipping amount is not known.
- We do not order televisions from Amazon. Typically they come from Best Buy or Sam's Club.
- Construction projects need to have a Construction/Renovation Request form submitted to the Construction Dept. for approval.
- **DO NOT** sign any quote or contract sent or given to you by a vendor.
- Send all quotes that you obtain to the Operations Department.
- Matching Funds require a *Purchase Order* issued by the **Operations Department.**
- You may **NOT** start work, order items or approve a vendor to commence work. This is done through the Operations Department only.
- In cases of construction type projects, Jeff Holshouser (Construction Manager) will act as liaison for you and the project vendors.
- We **ONLY** use vendors who are set up in K12 to accept our purchase orders. Please **DO NOT SELECT** items from **Walmart, IKEA, or Overstock.com** for your projects. If you have a question about a particular vendor please see your school financial secretary or contact Kristen Paustian before making your selection.

THINGS TO REMEMBER..

- Technology Purchase Request are required for any items requiring Technology Dept. support, install, connection to network etc. “Smart Assistants” such as DOTs, ECHOs and Google Home will not be approved for purchase or use.
- When requesting several rooms or pieces of furniture please consider ordering from one single vendor. This will save money on shipping and install. The Operations Dept. can put you in contact with vendors who specialize in classroom furnishings and who often offer better pricing than what is available online.
- \$10,000 is the maximum amount any school can receive from the district for their Matching funds Project. The amount that your school receives is determined by a percentage of your total project cost. You are not guaranteed to receive the full \$10,000. EX: your collaborative space furniture project total is \$14,325. You are a 60/40 school. You will receive \$8595 from the district and the school portion would be \$5730.00

Please double check your forms for accuracy. Once funds have been approved, changes cannot be made to your submission.

OPERATIONS DEPT. CONTACTS

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*A MESSAGE FROM
CHRIS NUCKOLLS AND
KRISTEN PAUSTIAN:*

We look forward to working along side you to provide extraordinary educational experiences for your students, every day. Please contact us to assist with project quotes, questions or concerns. If you have any suggestions for how we can better assist you, please feel free to contact our office at any time, we are here to help. Thank you for your commitment to adhere to the Matching Funds guidelines.

Christopher P. Nuckolls

Kristen K. Paustian