

Grants/Donations Quick Reference Guide

- Applying for grant:
 - Complete [WWS Grants/Donation Notice of Application](#): must send to Grants Specialist (GS) as soon as possible, but no less than 2 weeks prior to application submission deadline to ensure Central Office (CO) review & approval
 - Requires approval by
 - Grants Specialist
 - Controller/Treasurer
 - Respective Central Office Department Administrator
 - If your grant requires the below items, reach out to the GS to obtain:
 - Tax ID, DUNS number, SAM Unique Entity ID, Corp #, Bidder number, etc.
 - Reach out to GS with any questions - especially when working on the budget to ensure the correct program & object codes are selected
- Who to contact:
 - GS: pre-application, during application process & post-award/during grant period
 - CO admin: if needed during application process after talking to GS, post-award & during grant period
 - Grantee is solely responsible for knowing & complying with grant guidelines - CO admin & GS will support as much as possible
 - Accounts Payable (AP): post-award & during grant period for purchasing needs
- Once grant is awarded:
 - Send GS all documentation: application, approval/award notice, approved budget, reimbursement forms, modification/amendment forms, other documents from grantor
 - Grant must be brought to the district Board of School Trustees for approval prior to accepting and utilizing grant
 - Once grant is approved by Board, GS will reach out to grantee for next steps:
 - Complete grant budget set-up form - GS will provide to you
 - GS will create internal budget & send out budget cover sheet
 - GS will put all deadlines on calendars
- Purchasing process: work with your bookkeeper & CO AP to complete a requisition
 - Requisition process: when you need to buy something from the grant, it must go through CO and be approved by the CO grant administrator and/or GS
 - Attach required supporting documents to all requisitions purchase orders (PO), official quotes, invoices, etc.
 - Must contain: contact/email to send PO to, correct bill to & ship to info
 - The capitalization threshold is \$5,000: this means that any one item that costs over \$5,000 will be considered an asset of WWS & must go on an inventory list

- If an individual item is \$50,000 or more, there is a separate purchasing process we must follow - reach out to GS if that is the case
- No credit cards are permitted for purchases except at the CO level
 - If necessary for purchasing, please contact GS to accommodate
 - Only exception for using credit cards for grants: if the employee is at a training/professional development & needs to use it for travel (food, hotels, rentals, etc.)
 - Must keep all original receipts & follow [district per diem rules](#) to be reimbursed
 - If using a credit card for a grant-related purchase, you must complete & submit a Requisition in order to ensure that the expense is timely encumbered (marked on our financial software as a commitment to pay)
- Correct budget lines: use budget numbers on the budget cover sheet given by GS
 - Make sure it's not overspent if possible: if you have a questions about this, contact GS
 - Make sure it's coming from correct program code, object code, etc. - contact GS if you have a question or think you need a different applicable budget number
- Signatures required on requisition: Building principal/CO director & Grant administrator (CO director and/or GS)
- If you need to do a programing amendment or budget modification during the grant period: contact GS
 - GS will let you know if it is an internal budget adjustment and/or requires a formal amendment with the grantor
 - GS will assist with amendment process to ensure fiscal compliance and CO approval prior to submitting
 - Provide GS with copy of submitted amendments & approval of amendments
 - GS will then update internal budget as necessary and resend to grantee
- GS will handle the following:
 - Submitting reimbursement requests & tag you on email for your records - GS will work with Accounts Receivable to receipt reimbursement payments
 - Any quarterly/annual reports: Grantee is responsible for completing - let GS know how to support
 - Send GS copies of any submitted reports
 - GS will send monthly report of budget lines to grantee
 - GS will maintain physical & electronic file of grant documents
 - Let GS know how else to support grantee
- Closing out grant:
 - Final reports: Grantee is responsible for completing - let GS know how to support