

Policies

Westerly Public Schools Grant Procedures

No. 3091

The following procedures must be followed for all Federal, State, and privately funded grants.

- A. All grant proposals must be submitted to the Finance Office for review and submission to the Superintendent for approval prior to submission.
- B. Grant proposals must be completed seven (7) days prior to submission and must be summarized on the [WPS Grant Approval Form](#).
- C. When an award is received, the Superintendent, Finance Director and Assistant Superintendent must be notified by whoever receives the grant award notification. The award letter must be forwarded to the Finance Office.
- D. If the funding agency is the State, the Finance Office will request funds. If funds are distributed in a check, said check must be sent directly to the Finance Office. Only the Finance Office is authorized to cash checks.
- E. Once the award letter is received, a department and account code will be established and purchasing can begin. Purchasing procedures for grants are the same as those for the district. All purchases for goods and services require a purchase order. Purchase requests are to be submitted to the Finance Office for processing. All grant purchase requests must be approved by the Assistant Superintendent.
- F. Any equipment purchased will be placed on an inventory list maintained by the Finance Office.
- G. The grant recipient will receive a budget status report of grant expenditures on a monthly basis.
- H. The Finance Office will assist with the filing any financial reports required by the grantor. It is the grant recipient's responsibility to ensure all reports are filed in a timely manner.
- I. Any changes to the original grant proposal shall follow the same procedures listed above.
- J. Upon expiration or termination of a grant, the grant recipient is responsible for ensuring that all close out procedures are followed. These include:
 - a. Identification of reporting requirements.
 - b. Review of budget vs. actual reports.
 - c. Reconciliation of revenues and expenditures.
 - d. Preparation and storage of all documents.

Adopted: March 17, 2004
Revised: January 3, 2007
Revised: September 27, 2017