

## Competitive Grants Procedure

1. If any teacher is applying for a competitive grant the Principal, Superintendent and Treasurer must be informed prior to any submission with a detailed application as to what the grant will be used for and why.
  - Can use the application the grant provides for presentation and approval.
    - This must include a list/spreadsheet of intended expenses and expected costs.
    - Also must provide the grant's rules and procedures around acceptable expenses.
  - Once the Superintendent and Treasurer approve of the grant then it can be presented to the grantor.
2. Once the grant has been approved by the grantor the following must be supplied to the Principal and Treasurer.
  - Copy of the approval letter or email from the grant.
  - Copy of the original application submitted to the grantor.
    - If not presented originally or altered.
    - A requisition must be created by the grantee in order to have approval for any purchases and cannot make purchases until Purchase Order is in hand.
      - Budget codes will be supplied once this has been submitted and subsequently approved by the Board.
      - If this has not been submitted then purchases may not be approved and will be the responsibility of the teacher.
3. All supplies must be sent to the school and cannot be sent to home addresses.
  - Competitive grants are initiated by teachers but are done on the behalf of North College Hill City Schools.
    - This is similar to DonorsChoose. All items purchased through DonorsChoose are to be used in classrooms in the District and if a teacher leaves the supplies must stay in the classroom.
  - Also, this assures that we received said items and that reimbursement can be made.
4. All receipts must be turned in prior to one month before end of the current school year.
  - This is to assure that payment is made and allows for any questions to be answered prior to summer break.
  - If not received in a timely manner then expenses may not be reimbursed until following year or will be the responsibility of the teacher.
  - All receipts must be itemized to assure reimbursement.
5. Once the project has been completed final expense reports must be submitted
  - You can use the final report the grant requires.

\*If any of these steps are not followed then any expenses may not be covered or reimbursed.