

Grant Fund Disbursement Policy 2017-18
Classroom Grants (Due Dates Sept 25th and Nov 27th)

Step	Responsibility	Timing	Deliverable
Grant applications submitted online w/ proposed RQ	District employees	By Monday, Sept 25 th and Monday, Nov 27 th	BCF admin and BPSF ED are notified immediately
Grants forwarded to committee chair	BPSF ED	w/in 24 hours of receipt	Committee chairs are notified
Grant committee meets to review grants & submits recommendations to ED	Grant committee chair	By Monday, Oct 2 nd and Monday, Dec 4 th	Committee approval of grants
Committee recommendations to BCF	BPSF ED	By Tuesday, Oct 3 rd and Tuesday, Dec 5 th	BCF cuts check
Check picked up at BCF	BPSF ED	Wednesday, Oct 4 th and Wednesday, Dec 6 th	Check ready to be signed at BPSF Board Meeting
BPSF Board meets to review committee recommendations	BPSF Board	Wednesday, Oct 4 th and Wednesday, Dec 6 th	BPSF Board approval of grants
Forward signed check and supporting documents to District	BPSF ED (one copy to BPSD Accounts Payable Coordinator, one to BPSD Treasurer)	Wednesday, Oct 4 th and Wednesday, Dec 5 th (by 4:30)	District notified of grant approval
Minutes to BCF, summary of approved grants to BCF and BPSF ambassadors	BPSF Secretary (minutes); BPSF ED summary	Thursday, Oct 5 th and Thursday, Dec 7 th	BCF and ambassadors are notified of approved grants
Notify unsuccessful applicants	Committee Chair	Thursday, Oct 5 th and Thursday, Dec 7 th	Unsuccessful applicants notified
Assign codes to grant requests, request formal RQs from applicants	BPSD Accounts Payable Coordinator	Thursday, Oct 5 th and Thursday, Dec 7 th	Grants are prepared for School Board approval
Notify successful applicants of approval (conditioned on School Board final approval); ask that RQs be submitted w/in 24 hours	BPSF ED (copy ambassadors, committee chairs, and BPSD Accounts Payable Coordinator)	Thursday, Oct 5 th and Thursday, Dec 7 th (return of RQs not as urgent in December)	Applicants are updated on status and can begin preparations.
Complete formal RQs with project codes and return to District	Successful applicants	By Friday, Oct 6 th and Friday, Dec 15 th (not as urgent in Dec)	Forms returned to District for School Board vote
Grants on School Board's Consent Agenda for vote	BPSD Accounts Payable Coordinator	By Friday, Oct 6 th and Friday, Dec 15 th	Grants on Board's Agenda
Vote on BPSF grants	School Board	Monday, Oct 16 th and Monday, Jan 15 th	School Board approves grants
Notify BPSF ED of School Board approval	Superintendent's Executive Assistant	Tuesday, Oct 17 th and Tuesday, Jan 16 th	BPSF is notified of final approval
Notify grant committee chairs and ambassadors of final grant approval and calendar future photo ops	BPSF ED	Tuesday, Oct 17 th and Tuesday, Jan 16 th	
Notify grant recipients of final grant approval	Ambassadors (cc grant committee chair and ED)	By Wednesday, Oct 18 th and Wednesday, Jan 17 th	Grant recipients notified of final approval