

**Bartlesville Public Schools Foundation (BPSF)**  
**Grant Fund Disbursement Schedule 2017-18**  
**Experts in Residence Grants**

1. Grant applicants submit applications online at [bpsfoundation.org](http://bpsfoundation.org) with proposed RQ's attached, by the 15<sup>th</sup> of any month, at least two months in advance of proposed visit.  
Online application includes notice that grant recipients are responsible for getting a W-9 from the expert and that they are agreeing to complete and return a grant reporting form after the expert's visit.
2. BPSF executive director (BPSF ED) is automatically notified of submissions and forwards grant applications to Experts in Residence Committee chair.
3. Experts in Residence Committee meets and makes recommendations to approve or deny grants.
4. Chair submits recommendations to BPSF ED to include on next BPSF board meeting agenda.
5. BPSF board votes to approve or deny Committee's recommendation on the first Wednesday of the month.
6. The following Thursday, BPSF ED forwards minutes and grant to administrative assistant at the Bartlesville Community Foundation (BCF) and copies to BCF director of affiliates.
7. BPSF ED notifies recipients that their grant has been approved, attaches a copy of a blank W-9 for the expert to complete and return to BPSF at least 30 days before visit. Relevant ambassador, committee chair, and BCF director of affiliates are copied on email.
8. Committee chair notifies unsuccessful applicants of the denial and rationale.
9. Grant applicants schedule expert's visit, obtain completed W-9, and confirms visit date with BPSF ED.
10. BPSF ED forwards completed W-9 to BCF at least 30 days before visit.
11. BPSF ED and Publicity Committee work together to prepare Facebook posts and/or press release regarding expert's visit.
12. BCF pays expert from BPSF checking account.
13. BPSF ED and a member of the Publicity Committee, if available, take photos of expert's visit in preparation for press release, and website and Facebook updates.
14. Grant recipients return completed Grant Reporting Form within 30 days of expert's visit.