

Bartlesville Public Schools Foundation (BPSF)
Grant Fund Disbursement Schedule 2017-18
Professional Growth

1. Grant applicants submit applications online at bpsfoundation.org with proposed RQ's attached, by the 15th of any month, at least two months in advance of proposed conference.

If, upon looking at actual costs, the grant is going to go over budget, the applicant will have the opportunity to withdraw their grant or agree to find supplemental funding. They will be responsible for any costs over budget. Also, grants will be capped at \$1,500 per person, applicants are encouraged to apply to a conference that is most meaningful to them, rather than trying to max out the \$1,500 cap. Applicants will also be encouraged to complete and return a grant reporting form after the conference.

2. The BPSF executive director (BPSF ED) is automatically notified of submissions and forwards grant applications to professional growth committee chair.
3. Professional Growth Committee meets and makes recommendations to approve or deny grants.
4. Chair submits recommendations to BPSF ED to include with next BPSF board meeting agenda.
5. On the first Wednesday of the month, BPSF board votes to approve or deny Committee's recommendation.
6. The following Thursday, BPSF ED forwards minutes and grant documents to administrative assistant at the Bartlesville Community Foundation (BCF) and copies BCF director of affiliates.
7. Committee chair notifies unsuccessful applicants of the denial and rationale.
8. BPSF ED notifies recipients that their grant has been approved, requests that they reach out to Spears travel (if hotel and/or flights are involved) and BCF to register for conference. Relevant ambassador, committee chair, and BCF director of affiliates are copied on email.
9. BPSF ED notifies Spears travel if any arrangements need to be made through Spears and sends Spears a copy of the budget limitations, requiring that they contact BPSF before making any arrangements that may be over the budgeted amount for each line item.
10. Grant applicants work with Spears travel to book any flights and/or hotel (within budget) and work with BCF to register for the conference.
11. BCF will pay for the conference registration fees and pay any Spears invoice out of BPSF checking account.
12. Grant recipients bring any budgeted meal and travel/mileage receipts back to BCF to get reimbursed.
13. Grant recipients return completed Grant Reporting Form within 30 days of conference.
14. BPSF ED works with Publicity Committee to issue any press release or update on grants.