**Bartlesville Public Schools Foundation (BPSF)**
**Grant Fund Disbursement Schedule 2019-20**
**NOK ACS Science Grants (Due Date: October 14)**

| Step | Responsibility | Timing | Deliverable |
|---|---|---|---|
| Grant applications submitted online w/ proposed RQ | Bartlesville Public Schools District (BPSD) employees | By Monday, Oct 14 | Bartleville Community Foundation (BCF) admin and BPSF executive director (BPSF ED) are notified immediately |
| Grants forwarded to committee chair | BPSF ED | w/in 24 hours of receipt | Committee chair is notified |
| Grant committee meets to review grants & submits recommendations to ED | Grant committee chair | By Monday, Nov 4 | Committee approval of grants |
| BPSF Board meets to review committee recommendations | BPSF Board | Wednesday, Nov 6 | BPSF Board approval of grants |
| Minutes to BCF, summary of approved grants to BCF and BPSF ambassadors | BPSF secretary (minutes); BPSF ED summary | Thursday, Nov 7 | BCF and ambassadors are notified of approved grants |
| Notify unsuccessful applicants | BPSD ED | Thursday, Nov 7 | Unsuccessful applicants notified |
| Notify successful applicants of approval and request any updates to Activity Fund RQ | BPSF ED (copy ambassadors, committee chairs, and BPSD activity fund custodian) | Thursday, Nov 7 | Applicants are updated on status and can begin preparations. |
| Request check(s) from BCF | BPSF ED | By Monday, Nov 11 | BCF cuts check |
| Forward signed check and supporting documents to District | BPSF ED (one copy to BPSD activity fund custodian) | Wednesday, Nov 13 | District notified of grant approval and receives check |
| Notify grant recipients that funds are available | Activity fund custodian (copy BPSF ED) | Friday, Nov 15 | Grant recipients can begin purchasing supplies |
| Calendar future photo ops | BPSF ED | January 2020 | Press on grants |