



Bartlesville Public Schools Foundation
Grant Fund Disbursement Schedule - Experts in Residence Grants
(Updated September 2020)

1. Grant applicants submit applications online at bpsfoundation.org, by the 15th of any month, at least two months in advance of proposed 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 the 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 (copies Experts in Residence Committee chair).
8. Committee chair notifies unsuccessful applicants of the denial and rationale.
9. Grant recipients schedule expert's visit, obtain completed W-9, and confirm visit date with BPSF ED.
10. Grant recipients complete Grant Agreement Form within two weeks of receiving notice of grant award.
11. BPSF ED forwards completed W-9 to BCF at least 30 days before visit.
12. BPSF ED and Publicity Committee work together to prepare Facebook posts and/or press release regarding expert's visit.
13. BCF pays expert from BPSF checking account.
14. 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.
15. Grant recipients return completed Grant Reporting Form within 30 days of expert's visit.