

Bartlesville Public Schools Foundation (BPSF)
Grant Fund Disbursement Schedule 2020-2021
Classroom Grants (Due Dates: October 26 and Nov 17)

Step	Responsibility	Timing	Deliverable
Grant applications submitted online w/ proposed budget and fully executed signature page	Bartlesville Public Schools District (BPSD) employees	By Monday, Oct 26 and Tuesday, Nov 17	Bartlesville 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 2 and Tuesday, Dec 1	Committee approval of grants
BPSF Board meets to review committee recommendations	BPSF Board	Wednesday, Nov 4 and Wednesday, Dec 2	BPSF Board approval of grants
Minutes to BCF, summary of approved grants to BCF	BPSF secretary (minutes); BPSF ED summary	Thursday, Nov 5 and Thursday, Dec 3	BCF is notified of approved grants
Notify unsuccessful applicants	BPSD ED or grant committee chair	Thursday, Nov 5 and Thursday, Dec 3	Unsuccessful applicants notified
Notify successful applicants of approval	BPSF ED (copy committee chair, and BPSD Treasurer)	Thursday, Nov 5 and Thursday, Dec 3	Applicants are updated on status and can begin preparations.
Work with financial secretary to prepare and submit Activity Fund RQ to BPSF, using project code 835	Grant recipients and site financial secretary	As soon as possible	RQ to BPSF to pass on to BPS Treasurer
Request check(s) from BCF	BPSF ED	By Monday, Nov 9 and Monday, Dec 7	BCF cuts check
Forward signed check and supporting documents to District (BPS Treasurer)	BPSF ED	Wednesday, Nov 11 and Wednesday, Dec 9	District notified of grant approval and receives check
Notify grant recipients that funds are available	Activity fund custodian (copy BPSF ED)	Friday, Nov 13 and Friday, Dec 11	Grant recipients can begin purchasing supplies
Calendar future photo ops	BPSF ED	January 2021	Press on grants