



Bartlesville Public Schools Foundation
Grant Fund Disbursement Schedule - Professional Growth Grants
(Updated September 2020)

1. Grant applicants submit applications online at bpsfoundation.org with proposed budget attached (using current District Travel Form) by the 15th of any month. For any travel outside of the district, applications must be submitted **at least two months** in advance of proposed conference. For travel within the district, applications must be submitted **at least one month** in advance.
2. BPSF executive director (BPSF ED) is automatically notified of submissions and forwards grant applications to the Professional Growth Committee chair.
3. Professional Growth Committee evaluates applications and makes recommendations to approve or deny grants.
4. Chair submits recommendations to BPSF ED to include on the next BPSF board meeting agenda.
5. BPSF board votes to approve or deny Committee's recommendations on the first Wednesday of the month.
6. The following Thursday, BPSF ED forwards minutes and approved grants to the Bartlesville Community Foundation (BCF).
7. BPSF ED notifies recipients that their grants have been approved, requests that the applicants set up a time to visit with BPSF ED to register for the conference and any make any hotel arrangements (upfront fees will be paid for using BPSF credit card, unless grant recipients choose to cover initial costs and be reimbursed).
8. BPSF ED will connect grant recipients to Spears Travel if any flights are involved. (Professional Growth Committee chair is copied on initial emails.) BPSF ED sends Spears Travel a copy of budget limitations, requiring that they contact BPSF before making any arrangements that may be over the budgeted amount for each line item. Spears will invoice BPSF.
9. Committee chair notifies unsuccessful applicants of the denial and rationale.
10. Grant recipients complete and return Grant Agreement Form within one week of receiving notice of grant award.
11. Approximately one week before conference, BPSF will issue grant recipients a check for mileage and meals pursuant to the grant budget and District Travel Form.
12. BPSF ED and the Publicity Committee work together to prepare Facebook posts and/or press release regarding the conference.
13. Grant recipients return completed Grant Reporting Form and submit any photos within 30 days of the conference.