

**WARSAW COMMUNITY SCHOOLS**  
**GRANT PROCEDURE OVERVIEW**

**The following procedures are to be used for all Federal, State, and Local grants (except Donors Choose, Red Apple and KEYS).**

**Required Before Submitting Grants (at least one month in advance):**

- 1) Gain building-level administrative approval
- 2) Contact Krista Polston, ESC.
  - a) The Business Office must review the budget to check for accuracy on budget estimates, salaries/benefits, as well as indirect and administrative costs.
  - b) If WCS employees are to be paid from a grant, please be sure to budget benefits per corporation guidelines (i.e., PERF, TRF, FICA, Health Premiums, Life/LTD). The General Fund cannot pick up these extra costs.

**Managing Awarded Grants:**

- 1) Once awarded, submit all grant application documents to Krista Polston, ESC, Danielle Raber, ESC, and Stephanie Weldy, ESC. This includes:
  - a) Full Application
  - b) Award Letter
  - c) Budget Documents with Narrative
  - d) Individuals with Salary/Benefit Expenses
  - e) Reporting Requirements
  - f) Forwarded copies of emails from the IDOE and/or Grant Departments
- 2) The Business Office will set up account numbers for grant expenditures (based on the submitted budget) and provide the account numbers to the grant recipient, administrator, administrative assistant, etc.
  - a) **These account numbers are to be used on all requisition and or accounts payable vouchers when making purchases.**
- 3) Contracted individuals are processed through Accounts Payable.
  - a) Please provide a W-9 for all contracted individuals along with a valid mailing address.
- 4) Purchase orders should be encumbered prior to the close of the grant. Your fully executed grant will have that date listed.
  - a) Purchase orders should include an approximate amount for shipping and handling if applicable. You may indicate "Not to Exceed Amount", or "Must be received no later than date".
  - b) Upon arrival of your order, the pink copy of the purchase order should be forwarded to Accounts Payable department with a few days of items being received.
  - c) Michelle Hayward can provide instructions for completing Purchase Orders (if needed)
- 5) APV's may be submitted for reimbursement with the attached receipts and project director approval.
- 6) Please **monitor monthly** the Budget Performance Report activity for accuracy.
  - a) Project Director/Grant Recipient carries the responsibility of spending the money in a timely fashion-as soon as possible.
- 7) Business Office will file all reimbursement requests, as well as cash request allotments to the appropriate awarding agency.
- 8) Please schedule an appointment with the Business Office to discuss modifications, amendments, realignment of appropriations, carryover, or year encumbrances when working on existing or new grants.
- 9) Purchasing cutoffs should occur no later than 60 days prior to the final spend-by date on the grant.
- 10) No grant money should ever be returned. If you see that money will remain, please contact the Business Office as soon as possible, and we will help identify expenditures which could quality.
- 11) Notify the Business Office when the project is completed.
  - a) Funds will be properly closed.
- 12) Financial reports shall be prepared by the Business office unless the grant requires narrative.

13) Thank-you card or letter should be submitted to the donor/foundation

## **Tips**

### **Purchases**

- 1) Make sure that your building treasurer is aware of your grant award. The treasurer will prepare any requisitions needed for purchasing. Each treasurer will have access to the accounts for the grant.
- 2) Prior to purchasing, make sure to provide the building treasurer with a quote. The treasurer will then be able to initiate a requisition and upload the quote into the accounting system.
- 3) The Building Administrator will then approve the requisition, followed by April Fitterling, *Chief Financial Officer*.
- 4) The Purchase Order will be created and then emailed to the vendor authorizing the purchase.
- 5) Once the purchase has been received, turn in all packing slips, shipping receipts, and invoices.
- 6) Sign and date the invoice acknowledging receipt of the product.
- 7) This information will then be forwarded to the Business Office for payment.
  - a) The Business Office will not issue payment unless all proper documentation is received.

### **Wages, Salaries, Stipends**

- 1) If your grant includes professional development substitute wages and/or stipends for attendance, proper payroll procedures must be followed.
  - a) Completion of proper forms, which may include the staff development request
  - b) Original signatures for any claims
    - i) Predated forms will not be accepted
  - c) Full account number for which the claim is to be paid from (Contact Danielle Raber or Krista Polston with questions)
  - d) Current WCS stipend and substitute rates must be used (Contact Kristen Heiman for assistance with payroll forms)

### **Technology**

- 1) If the grant includes technology (hardware, software, or peripherals), please check with the Technology Department to ensure that the items are compatible with our operating systems.
  - a. The Technology Department will determine the necessary equipment, installation steps, and make sure that if necessary, the equipment is logged into the district's asset inventory list.

### **Equipment**

- 1) If the grant includes equipment that may need assistance from the Maintenance Department to install, please contact the Building Grounds Director prior to placing the order.
  - a. Doing so will prevent a delay in purchasing.

### **Dormant Funds**

- 1) All local grants will be kept active for one year, unless the grant specifies a specific timeline.
  - a. After this date, the Business Office will deem the fund dormant and will start the process of clearing out the dormant fund.
  - b. This may include sending any unused monies back to the awarding agency.

**If you have any questions, please contact Krista Polston, *Grants and Special Projects Coordinator*.**

Revised 09/2019