

Grant/Donation Fund Guidelines

Over the years Benson staff has been successful securing grant and donation funds from a variety of sources. While the funds from grants and donations have helped purchase materials to improve the school and student learning, the following guidelines are in place to ensure that funds are secured and spent in a manner that meets state statutes and accounting guidelines. These guidelines are in place for staff to follow the necessary steps so the district remains in compliance. Thank you for following the guidelines.

- Staff are encouraged to apply for grants;
- A grant application must be approved by the Superintendent prior to submitting the grant;
- If successful, submit the Grant Reporting form to the Business Office. Form is available on the district website. The Business Office will keep track of grant funds and items purchased;
- Grant funds cannot be spent until the funds have been received in the Business Office;
- A requisition and approved PO (purchase order) is required to purchase items using grant funds. Indicate on requisition the name of grant funds that will be used;
- If there is a charge at a local business (under \$40), indicate on receipt that it should be applied to a specific grant;
- Public Schools cannot donate funds to an organization or auxiliary account;
- Grant funds should be spent within the fiscal year in which grant is received and;
- Grant funds must be spent on items that were indicated in the grant application.
- All items received through grants/donations are the property of ISD #777.

Benson Public Schools Grant Reporting

Updated 9/14/17

Date Expected	Donor Name	Amount	Payment Type	Items Requested in Grant Application

Staff Name _____

Staff Signature _____ **Date** _____

Building Principal Signature _____ **Date** _____

Submit this form to the Business Office when you receive notice that a grant has been awarded. Include with this form a copy of the grant application, and a copy of the award letter for our permanent records. Write any additional comments below that help explain how the grant will be received and spent: