Small Grant ($5,000 or less) Post-Award Management

Congratulations on a grant award! Follow this plan to ensure your project is successful and compliant with audit requirements. Contact the Accounting Services or Grants Department staff for more information.

Set Up

- Forward a copy of the grant award and accompanying documents to the Grants Department. Grants Department staff will present the award the Grant Review Committee who reviews the grant for formal acceptance of funds by the School Board. No grant may be accepted or initiated without board action and approval. Grants Department staff will also present the award the Superintendent for signature approval to demonstrate commitment to the terms of the grant.
- Forward a copy of the grant award, accompanying documents, and a grant budget to the Accounting Services department. Accounting Services staff will create the project codes for you to expend the grant funds as planned.

Management

- Complete the project activities, goals, and spend the grant funds within the project period, as determined by the funding agency in accordance with agency guidelines and specific requirements.
- Comply with all district policies and procedures, including those involving purchasing and employee compensation.
- Monitor the budget to ensure that expenditures are directly related to the project, necessary, and reasonable to meet project goals, and are approved by the funding agency.
- Track cash or in-kind matching, if required. Forward match documentation to the Accounting Services and Grants Department staff.
- Complete and submit program reports to the funding agency, if required. Financial reports will be submitted by Accounting Services staff, if applicable.
- Fulfill any special requirements the funding agency included in the grant terms and conditions.
- Get approval from the funding agency before making any changes to the project scope, budget, and timeline. Forward any approved changes to the Accounting Services and Grants Department staff.

Close Out

- One month before the grant ends, contact Accounting Services to discuss the budget to determine how to spend remaining funds.
- Forward copies of all reports, communications, and other materials that document that the grant requirements have been met to the Grants Department.

Contact the Accounting Services or Grants Department staff with questions or for more information.

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