

## Colton School District 53

**TITLE: Grant Management**

**GENERAL DESCRIPTION:** This procedure applies to the application, approval, and management of all grant funds. It ensures proper accounting and use of grant funds.

**PRIMARY RESPONSIBILITY:** Superintendent

**REFERENCE OR AUTHORITY:** DD

**PROCEDURAL STEPS:**

- I. The grant applicant will complete a Grant Application Authorization form to the Superintendent for approval prior to submitting application to funding agency.
- II. Copies of the approved Grant Application form, signed by the Superintendent, will be returned to the applicant and Business Manager.
- III. The applicant will submit to the granting agency the required documents and forward a copy of all documents to the Business Manager.
- IV. If the application is approved by the granting agency, the applicant will provide the Business Manager with the signed award letter, approved budget, and other supporting documentation.
- V. The Business Manager will enter the budget in the District financial system and provide the grant applicant with account summary and budget for processing expenditures.
- VI. Monthly financial statements will be distributed to the grant applicant and Superintendent.
- VII. All grant agency reports are the responsibility of the grant applicant, including the request for approval to carry over funds beyond the original grant period.
- VIII. The Superintendent and grant applicant, if required, will meet to review and discuss grant status.