

NATCHITOCHE PARISH SCHOOL BOARD

GRANTS APPLICATIONS PROCEDURES

March 19, 2014

STEP 1. COMPLETE A REQUEST FOR PERMISSION TO APPLY FOR A GRANT.

STEP 2. COMPLETE THE GRANT APPLICATION AND SUBMIT A COPY TO THE SCHOOL BOARD GRANT ACCOUNTANT.

STEP 3. A COPY OF YOUR GRANT AWARD NOTIFICATION MUST BE SUBMITTED TO THE GRANT ACCOUNTANT AT THE CENTRAL OFFICE. ALL FUNDS NEED TO BE MADE PAYABLE TO THE NATCHITOCHE PARISH SCHOOL BOARD. UPON RECEIVING THE FUNDS WE WILL DEPOSIT THE MONEY IN YOUR SCHOOL BUDGET ACCOUNTS, IF APPLICABLE, TO BE SPENT AS SPECIFIED BY YOUR GRANTEE.

STEP 4. IF A BUDGET IS NEEDED, A COPY OF YOUR PROPOSED BUDGET FOR THE GRANT MUST BE SUBMITTED TO THE GRANT ACCOUNTANT FOR VERIFICATION OF OBJECT CODES; FUNCTION CODES; EIC CODES (IF REQUIRED), AND LOCATION CODES. THE GRANT ACCOUNTANT AND THE BUSINESS MANAGER WILL REVIEW THE GRANT AND BUDGET. THE GRANT WRITER WILL BE NOTIFIED IF THERE ARE PROBLEMS WITH THE GRANT. THE GRANT ACCOUNTANT WILL INITIAL THE GRANT AFTER CORRECTIONS ARE MADE, IF NEEDED, AND THE GRANT WILL BE SENT TO THE SUPERINTENDENT FOR HIS/HER SIGNATURE, AND A COPY OF THE SIGNED GRANT WILL BE PLACED IN THE GRANT FILE.

STEP 5. MONTHLY GRANT REPORTS WILL BE PROVIDED TO THE GRANT WRITERS FOR THEIR REVIEW.

STEP 6. A PERIODIC REVIEW OF BUDGETS WILL BE CONDUCTED BY THE GRANT WRITER AND THE GRANT ACCOUNTANT TO DETERMINE IF BUDGET REVISIONS ARE NEEDED. (REMINDER: TYPICALLY NO REVISIONS CAN BE MADE DURING THE LAST 30 DAYS BEFORE A GRANT ENDS.)

STEP 7. A NPSB EMPLOYEE POSITION/LOCATION CHANGE FORM MUST BE COMPLETED FOR ALL EMPLOYEES RECEIVING FUNDS FROM THE GRANT. THIS CHANGE FORM MUST BE SUBMITTED AND APPROVED BY THE DIRECTOR OF PERSONNEL AND THE SUPERINTENDENT.

STEP 8. ON JULY 1ST ALL GRANT WRITERS FUNDING EMPLOYEES THROUGH THEIR GRANT NEED TO VERIFY THE EMPLOYEES CONTINUED FUNDING THROUGH THEIR GRANT.

STEP 9. ALL REQUISITIONS MUST BE SUBMITTED BY APRIL 1ST IN ORDER FOR PURCHASE ORDERS TO BE PROCESSED, MAILED, INVOICED AND PAID BY THE END OF THE FISCAL YEAR. THE ONLY EXCEPTIONS WILL BE FOR SUMMER SCHOOL EMPLOYEES AND TRANSPORTATION.

*Natchitoches Parish School Board
Request for Permission to Apply for a Grant*

School Name: _____ Date Submitted: _____

Applicant's Name: _____

Grade Level: _____

Grant Applying For: _____

Amount: \$ _____

Justification and Use for Grant:

Signature of Applicant: _____

Signature of Principal: _____

Signature of Curriculum Supervisor: _____

Signature of Business Manger: _____

Date Approved: _____