

ASD Procedures and Requirements for Managing a Grant



- § **Please provide a copy** of your grant award to us at the Grants Office, ASD Education Center. Send it by email, fax, or interschool mail (see below). **THIS IS A DISTRICT REQUIREMENT.** Also provide a copy of the grant proposal and RFP/application instructions (if you have not already sent them to us.)
- § **Contact** Peggy Fisher, Grants Technician, Accounting Department, 742-4349. She will help you set up your budget. She will need the original grant award, a copy of your grant proposal and the RFP/application instructions (refer to *Grant Management IFAS User's Procedural Guide*).
- § **If your grant is \$5,000 or more** the School Board must officially accept it at a Board meeting via an official Board memo. [Call or email us](#) and we will help you with this.
- § **Refer to** the *Grant Management IFAS User's Procedural Guide* in the current *IFAS User's Procedural Guide*. Your school or department administrative assistant will have a copy.
- § **Understand that a grant is like a contract.** To the greatest extent possible, you must do with the money what you said in the proposal you would do. At the same time, many grants are for innovations and the project doesn't always roll out the way it was described in the proposal. Always feel free to contact the funder. They might be amenable to making adjustments. Good communication is important.
- § **Carefully monitor your expenditures.** Be sure to spend all of your grant money within the time allotted. Unfortunately, carryover funds may not be allowed and you might lose your unspent money.
- § **Maintain a good relationship with your funder.** Sometimes it is appropriate to send a nice thank you letter, along with pictures of your actual project. **FOLLOW ALL OF THE FUNDER'S GRANT REPORTING REQUIREMENTS.** This may include providing data, filling out forms, or submitting narrative reports. Doing a good job with this paves the way for future ASD applicants. In some cases, funders may even want to continue to support your project beyond the grant period.

We hope you will enjoy carrying out your grant activities. Please feel free to [call or email us](#) if we can be of help. Good luck!