

## Bullitt County Public Schools Grant Responsibilities

	District Grant Writer	Finance/Federal Programs Coordinator	Project Director (teacher, principal, etc.)
1	Works with Project Director to develop the grant application.	Provides accounting services for all federal, state, local, foundation, and other grants awarded to BCPS schools, departments, teachers and staff.	Completes <b>Grant Intent to Apply Form</b> , submits to Principal or Department Head for signature, and delivers to Grant Writing Department at least 15 business days before grant deadline.
2	Prior to submission of grant application, develops budget with Project Director and works with Finance Department to review accuracy and receive approval.	Sets up MUNIS project numbers for <u>all</u> grant funds and assists with MUNIS questions.	Works with District Grant Writer to develop the grant application (including any budget and financial information).
3	Prior to submission of grant application, works with Program Director, Principals, and Department Directors to determine any in-kind and/or matching funds available to meet requirements for the grant application, if applicable.	Following acceptance of an award, tracks and monitors receipt of grant documentation such as agreements, contracts, and approvals.	If new positions are created with the grant funds, works with HR and other appropriate staff to develop job description, post position(s), and hire staff.
4	Prior to submission of grant application, ensures that all grant applications are competitive, complete, accurate, and in compliance with applicable laws, policies, and regulations.	Following acceptance of an award, processes and/or requests award payment from grantor.	Following notification of a grant award, submits a <b>Grant Reporting Form</b> to District Grant Writer. District Grant Writer will submit form and notification to the Board for approval. This must be done <u>prior</u> to accepting an award or signing any grant agreement forms, contracts, etc.
5	Prior to submission of grant application, sends grant application to Superintendent for approval.	Following acceptance of an award, works with Project Director to prepare and submit financial reports and documents to the grantor.	Following acceptance of an award, monitors all expenses charged to the grant; ensures accuracy of purchase order requests; and ensures grant funds are spent within the

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			timeline and requirements of the grant agreement.
<b>6</b>	Works with Project Director to submit the grant application and budget to the grantor.	Maintains calendar to track required grant <u>financial</u> report deadlines.	Following acceptance of an award, prepares and submits <u>all</u> end-of-year reports (including programmatic and financial) to the grantor in compliance with the grant agreement. Financial reports should be prepared with and approved by Finance Department.
<b>7</b>	If required, works with the Project Director and Finance Department to submit any budget revision requests to the grantor following submission of the original grant application.	Maintains master files for all grants awarded to Bullitt County Public Schools.	Provides explanation and rationale if grant funds are refunded or relinquished to the grantor at the end of the grant award period.
<b>8</b>	Prior to accepting an award, receives the <b>Grant Reporting Form</b> from the Project Director and submits to the Board for approval.		Completes all grant closing procedures, closing of purchase orders, end-of-grant reports, notifies HR of staff changes, etc.
<b>9</b>	With Project Director, secures approval and any signature(s) needed for any grant agreement forms, contracts, etc. issued by the grantor.		
<b>10</b>	Following acceptance of an award, works with Project Director to develop and send an acknowledgement letter to the grantor.		