



# Administrative Letter A116

## Grant Checklist

*Administrative Letter #116 Grant Checklist - Approved 9-21-2016; Updated 01-23-2017*

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**DATE:** September 21, 2016  
**FROM:** District Administration  
**REGARDING:** Grant Checklist

### GRANT CHECKLIST

\_\_\_ Prior to submission of a grant, the grant must be approved and signed by any office that will have a new responsibility, obligation, or commitment because of the grant. This includes transportation, maintenance (building support), and food services.

\_\_\_ All grants must receive approval from the Business Department as the obligated fiscal agent.

\_\_\_ HR Department approval is required for any grant that anticipates the employment or payment of stipends to employees.

\_\_\_ Grants cannot include the hiring of personnel with the expectation that the personnel will continue employment after the grant ends. All grant employees are hired on temporary contracts.

\_\_\_ Employees need to complete grant work off-contract time.

- *30 minutes before and after school, lunch periods, prep periods, and PLC early out days are all considered part of an educator's contract*

\_\_\_ Employees are bound by district policy when it comes to extra pay through grants.

- *Hourly or by district-approved stipend*

\_\_\_ Employees will not receive payment prior to completing the work. Grant payment will be processed after the work is completed, when appropriate time card has been submitted. (*See below*)

\_\_\_ In order to receive payment, employees being paid through a grant need to submit:

- \_\_\_ Date
- \_\_\_ Hours worked
- \_\_\_ Beginning and ending time
- \_\_\_ A short description of the product created/work completed
- \_\_\_ Sample evidence of the work

Example:

Date	Beginning/ending time	Hours worked	Work c
8/30/16	5:00 pm-7:30 pm	2.5	Develop

- \_\_\_ If the employee is acting as the fiscal agent representative for the District, they cannot sign their own timecard.
- \_\_\_ Products created, or products received, through the grant written when acting as a district employee are the property of Washington County School District.
- \_\_\_ Ensure that the activities of the grant comply with state and district policies, and the granting institution agrees to abide by those policies.
- \_\_\_ Be aware, when accepting a grant awarded by the US Department of Education or some other federal agency, the School District can become bound by specific federal regulations.
- \_\_\_ Do not assume that because a grant opportunity comes to you via the Utah State Board of Education that it has been vetted and is necessarily appropriate for our District.