

Public Schools Foundation Of Tippecanoe County, Inc.

INSTRUCTIONS FOR GRANT COMPLETION

RETURN IMMEDIATELY

1. Please read and sign the enclosed GRANT AGREEMENT. Return one original signed copy to the Foundation office.
2. Please complete the enclosed PROJECT ACTIVITY CALENDAR and return it with the Grant Agreement.
3. Please read and sign the SAFETY GUIDELINES AGREEMENT, if applicable to your project, and return a signed copy to the Foundation office.

REVIEW IMMEDIATELY AND RETURN UPON COMPLETION OF PROJECT

1. Return one copy of the FINAL REPORT FORM COVER PAGE and NARRATIVE **one month after completion of the project or one month after the end of the school year.**
2. Return one copy of the FINAL REPORT FORM EXPENSE FORM, **including all receipts** as applicable with the Final Report Form Cover Page.
3. Submit with your final report, if possible, photographs, slides or other representative samples of your project.
4. Include with your Final Report information obtained from the GRANT ANNOUNCEMENT CARD survey. Originals or copies are acceptable.

RETAIN FOR FUTURE

1. Keep a copy of the complete records of the project, including copies of receipts, agreements and other documents for at least two years after completion of the grant. The Board and/or staff of PSFTC will be making periodic program and fiscal reviews.

If your project has significantly changed from the application description and specifications, a modification must be requested and approved by the Board. (See GRANT AGREEMENT #3).

Public Schools Foundation Of Tippecanoe County, Inc.

FINANCIAL ACCOUNTING FOR GRANT PROJECT

All grant Final Reports are internally audited, and grants may be audited by the IRS to confirm that PSFTC qualifies as a non-profit organization. The financial documentation provided by grant recipients should meet IRS standards. You must have a receipt for each purchase made. Even a minor mistake can create a major problem. Please check your math and follow these guidelines.

1. Keep all receipts in the red envelope provided.
2. Write down each receipt on the outside of the red envelope. Number each receipt in the upper corner so that each receipt corresponds to a line item on the outside of the red envelope.
3. Circle items on each receipt that are part of your project. If possible, separate grant purchases from other purchases by making more than one transaction when checking out.
4. An acknowledgement is not a receipt, and a packing slip is not proof of purchase. Enclose a copy of proof of payment – a copy of a cancelled check, a bank statement showing a debit transaction.
5. If your school is paying for items to be reimbursed, please include copies of the receipts paid with the payment voucher.
6. Refund any unused money over \$1.00.

Please call Christine Isbell at the Foundation office if you have questions – **429-4089 or email to psftc@yahoo.com .**

All final reports are due one month after the last day of the school year. If your project was not completed during the school year in which it was intended, please call the Foundation office to request an Extension Form.

Public Schools Foundation Grant Receipts

Please list each receipt on this form.
Be sure to number the corresponding receipt in the upper corner.

Receipt #	Vendor	Date of Payment	Amount
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Seeds for Excellence
GRANT FINAL REPORT
COVER PAGE

Please submit the final report to your principal no later than one month after the conclusion of your project.

Name: _____

Signature: _____

School: _____

Project Title: _____

Starting Date: _____ Today's Date: _____

Principal's Signature: _____

Superintendent's Signature: _____

NARRATIVE: Briefly describe the implementation and evaluation of your project. Include the following information in your narrative: major activities accomplished, results of the project, evaluation information and the conclusions drawn from the evaluation of data collected. Attach additional sheets as necessary. Also include the PSFTC parent questionnaire forms returned to you (or copies of or a summary of this information).

Seeds for Excellence
GRANT FINAL REPORT
EXPENSE FORM

Project Title: _____

Project Director: _____

Project Location: _____

<u>Budget Item</u> <u>Description</u>	<u>Supplier/Vendor</u>	<u>Receipt</u> <u>Number</u>	<u>Date of</u> <u>Payment</u>	<u>Amount</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Expenses: \$ _____

Grant Amount: \$ _____

Total Expenses: \$ _____

Difference: \$ _____

Explanation of Difference:

Signature of Grant Recipient: _____ Date: _____