



GRANT FUNDING PROCEDURES

Effective -August 11, 2015

Revision and Update August 23, 2016

1. Grants provided to SUSD will be issued with the purpose as it relates specifically to the funding request. The name of the person responsible for use of the funds on that project, specific to that grant will be provided to the District by the Foundation.
2. The funds received should be tracked at the District by the specific grant
3. A report will be provided monthly/quarterly from District Finance showing the funds distributed by grant and any remaining funds.
4. For grants under \$1,000, a copy of the final funding provided to the specific project will be provided and should be signed off by the party responsible on the initial grant application.
5. For grants outside of Excellence in Education, over \$1,000, funding will only be provided as funds are requested from the person/group managing the grant.
6. Any funds unused by the grant awardee will be returned to the Foundation for redistribution.
7. Excellence In Education Grants -The person/group managing the grant will provide a Post-Grant report to the Foundation on the final results and funds expended for the grant. Updates on grant funds used must be provided in December, March and May. Grants over \$1,000 will be funded at the 50% level until completion of grant intention and funding.
8. Timeline for completion and use of funds are as follows:
 - Back-to-Basics – within 90 days
 - Excellence in Education – School Fiscal Year (May completion required)
 - Other Grants over \$1,000 – One year or determined by the specific grant. (Please also see #5 regarding funding requirements)
9. Redistribution of grant funding from the Sunnyside Foundation to other projects is not allowed. The original purpose of the funds must be used for the specific funding as outlined. Any funds undistributed from the Excellence in Education at the end of the school year, will be either returned to the Foundation or used towards the next year's Excellence in Education Funding as directed by the Sunnyside Foundation board.