



RIALTO UNIFIED SCHOOL DISTRICT

Business Services

Fiscal Services Bulletin 21-001

DATE: 5/19/2021

SUBJECT: Treatment of Grants

A grant is an agreement to have externally funded activities, in which a formal written agreement is entered into between the school district and sponsor. A grant agreement may include any of the following:

- **Statement of Work** - A detailed statement of work and commitment is expected from the grantor. The statement of work typically requires the actions to be aligned with a detailed budget.
- **Detailed Financial Accountability**
 - o Line item budget
 - o Specific date of performance; a start and end date
 - o Procedures for unspent funds
 - o Regular/scheduled financial reporting
 - o Required compliance with federal, state, and local guidelines
- **Disposition of Properties** - Instructions on what needs to be done with any materials or equipment purchased with grant funds at end of commitment.

Before any grant is considered for approval, it must be reviewed and approved by the Education Services department. Approved applications will be reviewed and approved by the Innovation Team. Once both approvals have occurred, a fully executed copy of the Grant must be sent to the Lead Business Services Agent. A Board item must then be prepared, reviewed, and incorporated into the Board Agenda. See specific steps below.

GRANT PROCESS STEPS

- Principal/Administrator, teacher or staff member must first seek approval before applying for any grant on behalf of the site or Rialto Unified School District
- The principal/administrator would then submit all necessary paperwork related to the grant to the site's Support Provider/evaluator for approval
- The Support Provider/evaluator would then present the information to the Education Services
- Department to review and determine if the application process for the grant is to continue
- The grant then needs a second approval by the Innovation Team
- Upon verbal approval of both groups, the principal/administrator will be notified that they may continue with applying for the grant
- Once notification is made that a grant will be awarded, the site/department will prepare a Board item to be submitted and approved by the Board of Education
- The Board item, grant award letter, and all back up documentation will be submitted to Business Services
- After the grant is awarded, all requirements of the grant must be met including any follow up documentation such as reports, receipts, or proof of project. The principal/administrator will take full responsibility for making sure these requirements are met
- The site will pay close attention to the details on what the grant can and cannot be used for and stay within the timelines of the grant
- If the site/department fails to comply with the grant requirements, it may affect the District's decision to approve future grants.
- Purchases made on behalf of the site/department or the District will remain property of RUSD
- The above process also refers to any online funding platforms (I.e. GoFundMe)