

Book	District Policy
Section	D - FISCAL MANAGEMENT
Title	Grant Submission
Code	DDDA
Status	Active
Legal	NRS 354.624
Adopted	June 28, 2022

Background

Each local government shall provide for an annual audit of all of its financial statements.

Purpose

The purpose of this policy is to ensure transparency and fiscal control ensuring: 1) compliance with grant requirements, 2) complete and accurate reporting over all grant funding, and 3) better audit accuracy.

Policy

All grant applications whether private/corporate, state, or federal must be approved by the Grant Manager prior to submission.

Procedure

1. The Elko County School District will serve as the fiscal agent on all grants.
2. Complete the Grant Submission Form (GSF), have it signed by your site administrator/supervisor, and return it to the Grants Department via email or school mail.
3. Once the GSF is approved, the Grants Department will need at least ten (10) working days to process your grant proposal. Please plan accordingly.
4. You will be contacted by the Grants Department once the GSF is approved. The department will work with you to help you successfully submit the application. During the writing process, the grant writer will oversee the process to ensure all requirements of the grant are met. Additionally, the Grants Department must review every grant proposal to ensure the budget, evaluation, or other grant requirements are correct and align with District policy and procedures.
5. The Grants Department will submit the grant application on behalf of the District.
6. If your school is directly contacted about the application from the funding agency, the Grants Office must be immediately notified.
7. If awarded the grant and the check is mailed to the school site, the check and any award documents must be forwarded to the Grants Department. The department will process the check and create a special account for the project.
8. The District assumes no fiscal responsibility for the continuation or sustainability of any grant-funded project once the grant has expired and grant monies are spent. In addition, all purchases made with grant funds remain the property of the District at the original site location and must honor the donor's intent.

