

GRANT FAQs

How do I know how much grant money I have already received from SKSR?

If you are uncertain whether you received grants total \$1000 or more and need to allow three school years before applying for a new grant, you can email Karen McElliott (ksmcelliot@gmail.com), and she will check the grant records.

How can I embed my principal's signature into my application?

If you are not sure how to embed your principal's signature, the easiest method would be to print a hard copy of the completed application, have your principal read and sign it, then either scan or take a smart-phone photo of the completed, signed application. If you chose the photo option, please check for clarity as well as focus. The photos sometimes look like bad photocopies with the background being gray instead of white.

Do I need to submit an itemized budget or can I just submit the total cost?

The Grants Committee expects all applications to include itemized budgets. An itemized budget includes items, amounts, costs, and tax as well as the vendor(s) you are intending to use. This includes requests for bus transportation. Use your district's formula and show your work.

Please be sure to include the name(s) of the vendor(s); otherwise, it is difficult to verify your costs. If you have filled out a preliminary order form on a vendor's website, you can append a photocopy of that to your application as a further verification.

If you are requesting money for a proposal that costs more than \$300, the committee wants to know the total cost.

What should an itemized budget look like?

Qty.	Items/[Vendors]	Cost per Item	Total
5	I Survived the American Revolution [Scholastic]	\$4.99	\$24.95

person. You will receive a further email when your district representative has received the SKSR check.

I am employed by the Edmonds School District. Do I need to complete the ESD Grant and Donation Request for Approval form?
The committee that oversees this process has decided that SKSR grants will be preapproved; therefore, you should not have to submit the form and go through the approval process.

If I receive a grant, how do I access my money?

Each district has a contact person who receives the SKSR check. Once the money is received, the following process will be used. (Note: To the best of my knowledge, these are the individuals who will receive the grant checks; however, you may need to check with your office manager.)

Edmonds: Ashley Crawford will see that the account codes that give recipients access to funds are set up. That will take about a week. Recipients can utilize any regular purchasing process—purchase order, PCard, reimbursement request, etc.—with that account code on it. If requesting a reimbursement, a receipt is necessary.

Northshore: It will take Yan Li approximately two days to process the checks and set up the accounts.

Shoreline: Sandy Anderson's goal is to send grant packets to recipients' Office Managers within three to five business days after receiving the check and requisite paperwork. She encourages recipients to use District approved vendors as much as possible, so that items can be paid through the PO/Accounts Payables system. This method doesn't require the use of personal funds or a waiting period of two to three weeks for reimbursement.

What if I overspend my grant allotment? Will SKSR give me additional funds? Can I use leftover money belonging to another grant recipient?

No, SKSR will not release additional funds to your district office to cover the shortfall nor in most cases, will it authorize the transfer of funds from one recipient to another. Cost overruns are the recipient's

responsibility. This is why it is important that you submit a budget that includes tax (unless you have been told by a district representative that tax is not applicable to your purchase), shipping costs, etc. as well as carefully checking your math.