

## GRANT FAQs

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

If you are uncertain whether you have received \$1000 or more in grants within the last three school years, you can email Karen McElliott ([ksmcelliot@gmail.com](mailto: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.

Because the year is starting remotely and some lack the necessary technology or feel it is too difficult or unsafe for you to get your principal's signature on your application, you can have your principal send an email from her/his district email account to [ksmcelliot@gmail.com](mailto:ksmcelliot@gmail.com). The email should include the applicant's name, a brief summary of the type of materials requested (e.g., a classroom set of Dr. Seuss titles), and approval of the grant. If you are using this option, please make a note on your application in the principal's signature line, that email approval will be sent.

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

Yes, 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.

If you are requesting money for a proposal that costs more than \$250, the committee wants to know the total cost.



**I'm in a high-risk category for COVID-19 and do not feel safe going to my school to pick up my grant purchases. Can I have my purchases delivered to my residence?**

No, part of having grant purchases go through the district is that the material must be delivered to a district address. If you apply for a grant, the expectation is that you will make some kind of arrangement to pick up your materials.

**If I receive a grant, how will I know when the money is available?**

Grant recipients will be notified before the end of November, and checks will be delivered in early December to each district's contact person. You will receive a further email when your district representative has received the SKSR check.

**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.

Edmonds: Anna Costales, 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 Ann Rolf 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, then wait two to three weeks for reimbursement.