



GRANT PROCESS - AWARDED GRANTS

PLEASE REVIEW THE FOLLOWING IMPORTANT INFORMATION ABOUT AWARDED GRANTS

- Funding:** Expenses for the grant must be in accordance with the conditions of the Award letter. Award letters will include a budget section, which will indicate specific funding details and the project expiration date.
- Payment of Project Expenses:** Information regarding how the Project Director should coordinate payment of the grant is included with the Award letter. The majority of payments are processed through a school purchase order; the grant number should be indicated on the purchase order. Please contact your school or department secretary for assistance.
- Project Expenses (Special Circumstances):** Please contact Chris Kochem, FBE Administrator, at info@fbe-belmont.org to coordinate payment if:
- 1) a vendor's contract requires an advance deposit or payment on the day of the event. (If the vendor's contract amount is more than \$600, the Project Director should ensure that the vendor has submitted a W-9 to the FBE; payment cannot be issued to the vendor if the FBE does not have the vendor's W-9.)
 - 2) the Project Director is able to achieve cost savings by directly paying for the award in an online or other transaction (please contact the FBE prior to making any personal purchases).
- Please note that PTA/PTO's should **not** make a payment for any FBE grants.*
- Project Article:** Project Directors will submit a Project Article by the date indicated in the Award Letter to articles@fbe-belmont.org. Links to blogs, websites and/or photos of the project are greatly appreciated.
- Publicity:** Public acknowledgement of the work of the Foundation is requested at every appropriate opportunity. Acknowledgement can range from recognizing the support of the FBE in your class blog, newsletter or email communication to parents, recognition in your school newsletter, etc. Please contact Hannah Fischer, our Vice President of Marketing, at marketing@fbe-belmont.org to coordinate media and photo opportunities related to your award.
- Grant Expiration:** Expenditures for the grant will take place within the timeframe designated in the Award Letter. Extensions to the Grant Expiration Date may be requested in writing to the VP of Programs.
- Questions about Awarded Grants:** Questions about awarded grants should be sent to Kate Ascione, VP of Programs, at programs@fbe-belmont.org. Please be sure to include the Award Number/Name and the name of the Primary Project Director in your correspondence.