



Jasper County Charter System

C. Kenny Garland, Ed. S., Superintendent

***1411 College Street
Monticello, GA 31064***

***706.468.6350
706.468.0045 fax***

PROCESS for Applying and Receiving Grants

1. Prior to applying for a grant, a JCCS staff member must complete the “Grant Approval Form” and have it signed by the school principal and the district grant coordinator. (This form outlines who is writing the grant, what organization is issuing the grant, the purpose of the grant and a proposal of how the funds will be expended).
2. Once the grant is awarded, the applicant must notify the principal and district grant coordinator of the amount of the grant and when funds will be received.
3. **ALL** grant awards/funds must be deposited in designated school or district accounts that are set-up to track deposits and disbursements from the grant award.
4. Please ensure that ALL award checks are issued in the name of the receiving school. *NOTE – in the event that a grant award check is issued in the name of the staff member/applicant of the grant. The staff member **MUST** immediately sign-over the check to the receiving school or school district.
5. Once funds are deposited in the designated school account, the staff member/grant applicant must follow the school or district purchase order procedures to complete the purchase of goods and services that are allowable by the grant’s intent and purpose.
6. The school bookkeeper or District Finance Director will maintain a record of all deposits and disbursements from the grant and shall provide the staff member/applicant with regular balance reports.