**Protocol for Depositing, Spending, and Documenting Grant Funds**

**Baltimore Office of Sustainability – Green, Healthy, Smart Challenge Grants**

**Baltimore Energy Challenge – Energy Hub Grants**

**November 2015**

To easily access these grant funds, schools should deposit their grant checks into their School Activity Funds account. This will allow the school to purchase items both within and beyond the K12Buy procurement system. School purchases made with these funds may only be used to implement their respective grant program. Schools must provide proof of their purchases (e.g. receipts) to each funder at the end of the grant term along with their final reports.

**Step by Step**

1. Checks are delivered to school
2. Schools deposit grant checks into the School Activity Fund account
3. Grant funds are dispensed by school bank account manager to project leader
4. Project leader (teachers or school administrators) will be accountable for documenting and providing proof of their grant spending
5. Project leaders include documentation of purchased items in their Final Reports to the funder

For any questions, concerns, or more clarification, contact:

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