

BALTIMORE CITY PUBLIC SCHOOLS

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Dr. Sonja Brookins Santelises
Chief Executive Officer

Protocol for Depositing, Spending, and Documenting Grant Funds Baltimore Office of Sustainability – Green, Healthy, Smart Challenge Grants SY2019-20

Steps

1. City Office of Sustainability hand-delivers the Green Healthy Smart Challenge (GHSC) check from the Baltimore Community Foundation to recipient school, and recipient signs for it.
2. Schools deposits check into its School Activity Fund (SAF) account and sets up a dedicated line item for the grant, using a descriptive name (i.e., "Green Healthy Smart Challenge Grant SY2020").
3. Funds can only be used for expenses permissible under the grant. The project leader (the point of contact for the grant) either:
 - a. Spends his/her own money and provides receipts to the school bank account manager, who writes a reimbursement check to the project leader.
 - b. Provides an invoice to the school bank account manager, who writes a check to the vendor.
4. Project leader keeps copies of all invoices and receipts and provides them at the end of the grant term to the City Office of Sustainability.

Notes

- GHSC grants checks are cut from the Baltimore Community Foundation.
- SAF funds may not be used to purchase items via K12Buy.
- There is no limit of the size of a grant that a school may deposit to its SAF. However, if the grant has multiple line items, deliverables, and reporting requirements, it must be deposited with Grants Management in City Schools' Finance Office.
- Reimbursements to City Schools staff are permissible if receipts are provided.
- If a school is unfamiliar with School Activity Funds, it should attend a *School Activity Fund Training* held the 2nd Friday of every month from 1-4pm at the Professional Development Center. Register by logging into the City Schools' ERP Production system at <https://ebs.bcps.k12.md.us/bcpss.html>, clicking on the "ERP" option, then "Professional Growth System," then "Learning," and choosing the "Learner Home" option. Contact Tarsha Darden, Accounting Specialist III, Treasury, TRDarden@bcps.k12.md.us, with questions regarding SAFs.

For general questions, contact:

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For questions regarding Green, Healthy, Smart Challenge grants:

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