



Bullitt County Public Schools

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From: Ashley Byrum AB
Grant Writer

To: Ms. Becky Sexton
Assistant Superintendent for Support Services

Re: Items for July 23, 2018 Board of Education Meeting

Date: July 18, 2018

I am submitting the following under Consent Items – Permission to Accept Grant Funding/Donations for the July 23, 2018 Board of Education Meeting:

School/Program Receiving Contribution	Donor	Description of Gift	Purpose	Value
Bullitt County Public Schools - Special Education	WHAS Crusade for Children	Grant	To purchase occupational and physical therapy equipment and curriculum for special needs students.	\$54,000

Included is the Grant Acceptance Form for review and approval.

Grant Acceptance Form

G2019174

Bullitt County Board of Education

\$54,000

Grant Number

Agency

Amount

Your grant is to be used for the following:

\$54,000 for items #1 thru #5 on grant list: Occupational therapy items, physical therapy items, read&write gold maintenance upgrade, curriculum, unique learning & News-2-You (not to exceed amounts requested for each category)

WHAS CRUSADE FOR CHILDREN RULES:

- **Grant Scope** - Grant money can be used only for the specific items requested in your grant application and approved by the Crusade Advisory Council. Any changes in your grant items must be made in writing and approved by the Advisory Council.
- **Grant Period - The grant year is September 1, 2018 - August 31, 2019 and the money must be spent in that time period.** All requests for reimbursement need to be in the Crusade office no later than September 30, 2019. On October 1, 2019, grants will be closed and balances returned to the Crusade.
- **Savings** - Your grant is for the specific items requested in the application and approved by the Crusade Advisory Council. If you are able to save money on your purchases, for example due to lower prices, **the savings are to be returned to the Crusade.**
- **Public Accountability** - When funds are used for the erection of buildings, purchase of vehicles or installation of equipment, the Advisory Panel requires that an appropriate marker be placed to identify them as gifts from the Crusade. (These markers are not paid for by Crusade grant funds.) Please send a photo of the equipment, vehicle or construction along with a close-up shot of how it is marked as being provided by the Crusade.
- **Vehicles** - When buying a vehicle, the Crusade will not pay for insurance, license and transfer of title or any other expense connected with buying a vehicle.
- **Insurance** - Equipment, buildings and vehicles purchased in whole or part with Crusade funds **MUST BE FULLY INSURED.**
- **Buildings** - Agencies receiving Crusade grants for remodeling or construction of a building must require the general contractor to post a performance bond as well as a bond covering payment to all contractors.
- **Requesting Payment** - Please use the enclosed "Agency Reimbursement Form." It is imperative that you use the enclosed preprinted forms. Make as many copies as you need. If you would like the Agency Reimbursement Form in an electronic format, you can download it from the Crusade website at www.whascrusade.org. *Please limit your requests for reimbursement to no more than 12 during the grant year.* This helps with our costs. You must request your reimbursement in the same categories listed in your grant application. It is acceptable to request multiple items on one reimbursement form. Providing clear and proper backup documentation will expedite the processing of your reimbursement. Feel free to attach a spreadsheet or a summary if necessary.

Salaries - We must have a copy of: 1) accurate time sheets with hours worked and rate-of-pay or 2) payroll registers/statements containing each person's name, payroll employee number, rate of pay and hours worked. There can be no exceptions. These must be with every request. **Reminder** - we do not pay benefits or employer payroll taxes, therefore, do not include these in your salary reimbursement request. Salaries are reimbursed in 12 payments (or fewer) over the course of the grant year.

Equipment, computers, software and supplies - The agency must pay the vendor and request reimbursement from the Crusade. The Crusade does not pay vendors directly. A copy of the vendor invoice **must** be included with the Agency Reimbursement Form - packing slips and purchase orders are **not** acceptable. Make sure items on the reimbursement form can easily be identified on the original grant request list. **The WHAS Crusade for Children does not pay sales tax.** If the agency does not use its tax-exempt status on a purchase, the Crusade will not reimburse the sales tax portion of the invoice.

Items the Crusade does not pay: administrative costs, shipping costs, sales tax, food, benefits or travel expenses/lodging, employee continuing education/training, installation, postage, leases, PR or public awareness campaigns and extended warranties

- **Agency Report Form** - This report is due 2 times during the grant year: **March 15 and Sept 15.** Failure to submit a report can result in delay of payment or even suspension of grant.

Your signature certifies that you have read, understand and accept the WHAS Crusade for Children Rules.

No funds will be released until this original is returned to:

WHAS Crusade for Children, 520 W. Chestnut St., Louisville, Kentucky 40202

Mr. Bacon

Signature

Title

Date