

# Grant at a Glance

FORT WORTH ISD GRANTS & DEVELOPMENT DEPARTMENT



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# Grant at a Glance

Congratulations on your grant award! Complete this sheet and keep it handy, so that you will always have important funding information at your fingertips.

Grant Name \_\_\_\_\_

Grantor \_\_\_\_\_

Grant Purpose \_\_\_\_\_

Grant Start Date \_\_\_\_\_

Grant End Date \_\_\_\_\_

Grant Amount \_\_\_\_\_

Match Required? \_\_\_\_\_

Subject to EDGAR? \_\_\_\_\_

MUNIS Project Code \_\_\_\_\_

Reporting Requirements \_\_\_\_\_

Grant Staff Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Grant Evaluator \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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## For successful implementation, follow these steps:

1. Get organized. Set up a binder with Grant at a Glance as the front page. Add the following dividers to help you organize your grant documentation. The binder must be maintained by the campus or department for seven years from the grant end date in case of audit by the funder.

- Copy of the Grant Application
- Copy of the Program Guidelines
- Agendas for Grant Meetings and Events
- Sign-In Sheets for Meetings, Tutoring, Events, and Activities
- Requisitions
- Contracts
- Monthly YTD Budget Reports
- Signed Job Descriptions for All Grant-Funded Employees
- Time and Effort Documentation

2. Familiarize yourself with the grant application and the program guidelines, including performance measures, goals, activities to be implemented, allowable and unallowable purchases and activities, and payroll.

3. Appoint your Grant Implementation Team:

- Grant Owner/Principal/Administrative Staff
- Administrative Assistant
- Grant Coordinator (if applicable)
- Other Staff Relevant to Project Implementation

4. Schedule monthly/quarterly meetings:

- Advisory Councils should meet quarterly.
- Management Committees should meet monthly.

5. Hire grant-funded positions and maintain signed job descriptions.

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## **For successful implementation, follow these steps:**

6. Make a list of grant activities that will require purchase orders and contracts.
  - Set a timeline for these purchases to ensure items are received before they are needed.
  - Ensure that there is plenty of time for travel requests, RFPs, board items, and contracts to be executed.
  - Identify which procurement methods will be required for each purchase.
  
7. Maintain time and effort documentation for partially funded staff, and complete annual grant certifications as requested for fully funded staff.
  
8. Collect and prepare performance and implementation documentation for grant reporting.
  
9. Prepare for grant closure:
  - Make sure all POs are received in MUNIS before the grant's end date. Any funds that remain encumbered beyond the grant period due to open POs will have to be covered by your local budget.
  - Submit final reporting, if applicable.
  
10. Other items for review.