

Danville Public School Foundation's Grant Award Guidelines

Project:

Grant Number:

FY:

Congratulations, you are a recipient of a Danville Public School Foundation Grant. The Foundation is proud to provide support for your project, and we ask that you follow these guidelines regarding your grant award:

- Your purchases must be made through District 118. The Foundation will reimburse the District. That means you will need to use a vendor that will accept a requisition from the District. Once you have located your vendor, your school secretary will complete your requisition.
- The body of the requisition must include the statement, **“Please bill the Danville Public School Foundation.”** Immediately following this statement the **Grant Number** should be listed. This allows us to easily track what payment is for what grant.
- The account the requisition is drawn upon is the **“Donation Account.”** The account numbers are as follows:

Elementary Schools:	10 1110 410 42 0015
Middle Schools:	10 1120 410 41 0015
High School:	10 1130 410 22 0015

- Any expenditure that can not be made in accordance with the above procedures must be cleared through the Foundation's Executive Director's Office **PRIOR** to the purchases being made. The Executive Director will work with you and the District's Finance Office in determining how to best proceed with the expenditure.
- The Foundation's fiscal year is from July 1- June 30. All awards must be spent in the fiscal year they are awarded or the grant award will be canceled.
- A Project Report, which can be found on the Foundation's website, must be completed prior to the end of the Foundation's fiscal year.

Please call the Foundation Office at 444-1044 if you have any questions regarding your award.