

## **GRANT MANAGEMENT**

The Jackson Public School District will aggressively pursue grants to supplement district revenues to support district priorities. In all cases, in accordance with grant guidelines, the district shall maintain a segregation of duties between grant general administration and grant financial administration and reporting. Grant general administration shall be conducted by the designated grant director, coordinator, or some like position. The responsibilities for grant general administration shall include complying with existing policies and procedures for administering district programs and preparation of narrative to support proposed or approved budget for grant, written communication with grant award agency regarding grant activity, insuring grant guidelines are followed strictly adhered to, insuring that grant activities are being carried out in the manner specified in the grant, and insuring all documents required for payment of expenses are reviewed and approved prior to submission to the business office for payment. Grant financial administration shall be conducted by the JPSD business office, by the person so designated in grant guidelines. The responsibilities for grant financial administration shall include compliance with existing district financial management policies and procedures and reviewing initial budget submitted in grant proposal, preparing budget for and securing board approval of any grant awarded, establishing budget lines or strings for board approved grants and posting grant to district accounting records, insuring that grant expenditures are properly posted and have all the required documentation to support payment, making monthly cash request to federal award agency based on grant expenditures, filing any budget amendments requested by grant administrators, and making any financial reports required by grant guidelines.

SOURCE: Jackson Public School District, Jackson, Mississippi

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