

Grant Revenues Procedure

- School District No. 8 - Kootenay Lake encourages individual schools to apply for grant revenues.
- **A copy of all grant applications must be provided to the District finance department for accurate accounting of grant revenues.**
- The following applies to grant applications for greater than \$5,000:
 - Grant applications must be signed by the Secretary-Treasurer.
 - Grant funds must be directed to the District finance department and accounted for in District accounts.
 - 100% of the grant funds received will be provided to the school by budget allocation.
 - Unspent grant funds will carry-forward by budget allocation.
 - To access grant funds:
 - Schools can submit invoices directly to District accounts payable and payments will be issued to vendors directly.
 - Schools can make purchases with School Trust funds and submit the A.1 reimbursement claim form to District accounts payable, with original receipts attached, to be reimbursed.
- The following applies to grant applications for \$5,000 or less:
 - Grant applications may be signed by the School Principal.
 - Grant funds can be received directly to the School and accounted for in School Trust accounts.
 - Grant funds must be receipted to the grant revenue GL account 65209.
 - Schools are responsible to ensure unspent grant funds carry-forward.