

Jefferson County Public Schools Procedures for Accepting Grants

As required by state law, all grants to schools, departments, or the Jefferson County Public School District must be accepted by the Jefferson County Board of Education (JCBE). The JCBE will accept and acknowledge these grants officially through the approval of a Board Report.

The Board Report will state the grantor's name, the date of the grant, the dollar amount of the grant, the recipient, the school or department, and how the grant will be used.

All schools and departments that are recipients of grants will report the grant award on the following form to the Resource Development Department. The Resource Development Department will prepare the Board Report for approval of the Jefferson County Board of Education.

As in the past, the Resource Development Department also will be available to assist any department or division in the preparation of Board reports for the acceptance of grant funding.

Jefferson County Public Schools Board Report for Accepting Grants

School/Department: _____

Grantor's Name: _____

Date Grant Received: _____ Amount of Grant: _____

Description of the Grant: _____

How will the grant be used? _____

Contact Person for Additional Information: _____

Telephone Number: _____

Fax this form to the Resource Development Department at 485-8986.