

SMALL DONATION/GRANT RETENTION

Complete the form below for all **cash donations or grants** less than \$10,000.00. Based on your answers below it will be determined whether these funds will be deposited in your school's activity account, a district activity account, or as a grant through MUNIS. **No grant or cash donation of \$10,000.00 or more can be retained in a school's checking account.**

This request form must be filled out electronically and emailed to Grants and Awards Accounting to franklin.jones@jefferson.kyschools.us or denise.dewitt@jefferson.kyschools.us. Verbal requests will not be considered. The Manager of Grants and Awards Accounting or his/her designee will make the final decision on how the funds are to be handled and will respond via return email.

You must answer every question below. **REMEMBER:** Include all information and/or documentation (award letters/correspondence, etc.) with this form, so an accurate decision can be made.

NOTE: Do not use this form for non-cash donations.

School Name:		Date:	
Name of the donor or grantor		Amount of cash donation or grant:	
School Contact Name:	Phone #	Email address:	
Is the donation or grant from a federal source? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes", what is the federal source? (i.e., U.S. Dept. of Education, Dept. of Labor, etc.)			
Are these funds for student based activities and/or organizations (i.e., after school activities, sports uniforms, student clubs, etc.)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are these funds for operational, facilities or maintenance (i.e. student fees, book fair, playground, gymnasium, etc.)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
How will your school use the grant/donation funds? (be very specific)			
Is a financial report of expenses required by the donor or grantor during or following the grant?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Must unspent funds be returned to the donor or grantor?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any of the funds be used to pay JCPS employee wages?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

You must retain a copy of this signed form in the school activity records for auditing purposes.

For Grants & Awards Use Only:

- ☐ **SCHOOL ACTIVITY ACCOUNT** – Deposit these funds at your school.
- ☐ **DISTRICT ACTIVITY ACCOUNTS** – Please forward the original check or a School Activity check payable to Treasurer, JCPS to Accounting Services, 4th Floor – VanHoose. **Remember** you must write the appropriate Project # on the check. All supporting documents must be retained at the school. Project # ____
- ☐ **GRANT FUNDS** - Please forward the original check or a School Activity check, payable to Treasurer, JCPS to Grants & Awards Accounting, 4th Floor, VanHoose. You must include a copy of the original check if sending a school activity check. **Remember:** you must include all supporting documentation and a line item budget with the check. This will expedite the account set up in MUNIS. Financial Planning will contact you once the budget is established in MUNIS and ready for use.

REMEMBER: ALL CASH DONATIONS AND/OR GIFTS MUST BE SUBMITTED TO THE BOARD FOR ACCEPTANCE. CONTACT RESOURCE DEVELOPMENT AT 3290 FOR ASSISTANCE.

X _____

Grants & Awards Manager or Designee