

GRANT FUNDING REIMBURSEMENT PROCEDURES

Congratulations on your CAPE Grant! How do you receive your money?

CAPE's Grant Committee will notify the Canton Public Schools Business Office of your grant by the beginning of March.

When you are ready to purchase the goods or services specified in your approved grant, please send an email to: grantsforcape@gmail.com AS WELL AS to Ann Benson, Accounts Payable at bensona@cantonma.org.

In your email, please include:

- your name and school
- the amount you are requesting
- what the requested funds will be used for

When this email is received, CAPE will send a check for the requested amount to the business office.

The business office will work with you to purchase your goods or services by issuing a purchase order. By so doing, the business office is now in charge of paying the service provider/vendor after receiving an invoice. ***It is strongly suggested that you work with the business office before contracting with a vendor, or purchasing any goods associated with your grant.***

If you purchase any goods, or contract for any services using your own funds, you must provide original receipts and a copy of your credit card statement to the business office as proof that you have already paid for your goods or services.

Please be advised that **it is not necessary that all funds for a grant be requested at once**. If you are submitting multiple requests for reimbursement, however, you must follow the steps indicated above regarding emailing CAPE and the school district's business office when you are ready to use your grant funding. That email should again include your name and school/ amount you are requesting/ and what the money is to be used for. You will also be responsible for submitting any additional receipts and copies of your credit card statements.

Note: Funding is not available for teacher stipends.

It is the expectation of CAPE that your grant project be completed during the Spring semester of the year in which the grant is awarded, or the Fall semester of the next school year. If you don't use the money by December 31 of the year in which the grant was awarded, CAPE will assume that you have forfeited the funds.

Upon completion of your project, please submit a brief written summary (a paragraph or two) to the CAPE Grant Committee about your grant. We're interested in hearing how it went for both you and your students. CAPE would also appreciate photographs or video of the project to be included on our website.

