

# GRANTS

Grants are funds given by external governmental agencies or private sources to achieve specific objectives. Grants require specific accountability by the district.

Per the board of education district policy [\[APS Code: DD\]](#), a process has been defined for applying for grant monies from federal, state and local sources. For more information on the grant application process as defined by the district [Department of Grants Management](#), please see the [grant process/application web page](#).

- **Description**

Once a grant has been awarded to the district by a granting agency, the program must be approved by the board of education prior to implementing the program. This includes encumbering or spending funds and hiring personnel.

All grant expenditures must be authorized by a [Grants Program Coordinator](#) in Grants Management or the grant contact person (as assigned by the board of education).

Requirements for financial reporting vary according to the granting agency; however, quarterly or annual reports are typical. Financial information for monitoring expenditures or for reports to be submitted to granting agencies can be provided with two Oracle reports:

## **APS GL Funds Available Summary – Project to Date (M349)**

(This will show beginning budget, less expenditures/encumbrances, revenue and available amounts).

Suggested parameters:

Period Name: Leave the default, which is the current month (e.g., Nov-00)

Primary Sort: Sub Program

Secondary Sort: Year

**Leave all sections of the account code blank except for Sub-Program**

Sub-Program 8000

Low:

Sub-Program 9999

High:

Budget Name: Leave the default, which is the current year (e.g., APS 2000-2001)

## APS GL Transaction History Download XML (M367)

(This will show all transactions that have taken place within the grant).

### Suggested parameters:

Start Date: Leave the default, or change to desired date

End Date: Leave the default, or change to desired date

Primary Sort: Sub Program

Secondary Sort: Year

**Leave all sections of the account code blank except for Sub-Program**

Sub-Program Low: 8000

Sub-Program 9999

High:

Budget Name: Leave the default, or change to desired date (e.g., APS 2000-2001)

**NOTE:** *If the parameters are correct, the APS GL Transaction History Download XML (M367) report totals will match expenditure totals on the APS GL Funds Available Summary – Project to Date (M349) report.*

Send copies of all financial reports that have been submitted to the granting agency to the grants manager in the grants office.

### ● Procedure

All funds received for grants (excluding AEF or district grants) should be forwarded to the Accounting Department for deposit.

Please call the Department of Grants Management at 303-340-0860, for specific grant information.

For help with Oracle reports related to grants, contact the grants accountant in the Accounting Department at 303-365-5810.