



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Grants
Policy Number:	DD-NSCA
Original Date:	10/15/2018
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Category:	Board
Author:	Executive Director
Approval:	NSCA Board of Directors

## Introduction

Although most grants are awarded directly to NSCA, some are awarded directly to an individual teacher or staff member. Since NSCA is responsible for the expenditure and accounting of the funds allotted, and the legally responsible party, all grant recipients should send a copy of the grant documentation and the check directly to the Finance Department. The Executive Director shall be informed of all grant applications submitted to ensure alignment with the school's mission and strategic plan.

### Grant compliance

The Finance Department will monitor grant compliance. However, the grant recipient may be asked to assist with this effort. Please contact them for assistance if you have any questions about complying with grant requirements.

All expenditures paid through the school to comply with grant spending must be noted on purchase orders or check/reimbursement requests in SDS so that NSCA can track expenses and revenues and ensure proper grant codes are used for all grant transactions.

### District 20 "Mini-Grants"

The Executive Director's Office administers this program and will ensure that all appropriate paperwork is filed with District 20.

The Finance Department collects information on the expenditures related to the District 20 grants and provides that information to the Executive Director's Office to obtain reimbursement from the District. The Finance Department must also provide this information to its auditors. Staff members who participate or initiate paperwork for District 20 grant-related expenditures must note this on their purchase orders or check/reimbursement requests in SDS.

### Revision History

Date	Revision Details	Revised By
5/20/2019	Creation	Board, Executive Director
12/04/2023		
3/12/2025	Revised	Chief Financial Officer