



Request for Grant Disbursement of Funds Instructions & Form

Process:

1. Fill out the Grant Disbursement Form.
2. Fill out the End of Grant Reporting Form, once the grant project has been completed.
3. Send a copy of an order form, an invoice or receipt(s) to cover the expense requested.
4. The SCEF will write and mail checks to all vendors submitted and approved for reimbursement. Please include to whom the check is to be written, the address of where it is to be sent, and a contact phone number or email if applicable.
5. If you require reimbursement you must provide the receipts before a check can be written. *However, we will be unable to reimburse any sales tax that may have been paid.*
6. If a check cannot be sent directly to a vendor, it is the responsibility of the grant recipient to purchase the necessary items and submit for reimbursement. (for example: Amazon)

Email the Request for Grant Disbursement of Funds Form and applicable invoices/receipts to scef512@gmail.com

Questions?

If you have questions regarding the disbursement of grant funds, contact us at scef512@gmail.com.

Request for Grant Disbursement of Funds Form

Email to: scef512@gmail.com

Name of Grant: _____

Contact Person(s): _____

Contact Person(s) Email: _____

Contact Person(s) Phone Number: _____

Grant Cycle: Year _____ Fall _____ Spring _____ Date Grant Completed _____

Make Check Payable to: _____

Address to Where Check Should be Mailed: _____

Contact Name and Phone Number of Vendor (if applicable): _____

Total Amount of Grant Award: _____ Amount of Disbursement Request: _____

Please allow at least two weeks from our receipt of this form for the disbursement of funds.

An order form, invoice or receipt(s) covering the expense requested must be attached.

Please note that equipment and/or software purchased through a SCEF grant becomes the property of the South Country School District.

Comments:

End of Grant Reporting Form

Email to: scef512@gmail.com

Name of Grant: _____

Contact Person(s): _____

Contact Person(s) Email: _____

Contact Person(s) Phone Number: _____

Grant Cycle: Year _____ Fall _____ Spring _____ Date Grant Completed _____

Total Amount Spent on Grant (Please include all costs submitted to the school district): _____

Please provide us with a brief synopsis of your grant. Any additional information or materials (pictures, DVDs, etc.) you would like to include may be attached and sent with this form. _____

Thank you for completing this form. It will help us keep records of our expenditures and will provide documentation to the government to support our ongoing non-profit status.

The South Country Education Foundation, Inc. is a 501(c)(3) non-profit organization committed to improving educational opportunities for all students in the South Country School District. Its mission is to promote and enhance educational initiatives by providing supplemental financial support for projects and programs that are outside of the South Country School District budget.