

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 scefgrants@gmail.com

Questions?

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

Request for Grant Disbursement of Funds Form

Email to: scefgrants@gmail.com

Name of Grant:				
Contact Person(s):				-
Contact Person(s) Email:				-
Contact Person(s) Phone N	umber:			
Grant Cycle: Year	Fall	Spring	Date Grant Completed	-
Make Check Payable to: _				-
Address to Where Check S	hould be Mailed	d:		_
Contact Name and Phone	Number of Venc	dor (if applicable	e):	
			Disbursement Request:	_
Please allow at least two w	veeks from our re	eceipt of this forr	m for the disbursement of funds.	
An order form, invoice or	receipt(s) coveri	ng the expense	requested must be attached.	
Please note that equipme of the South Country Scho	-	are purchased th	nrough a SCEF grant becomes the propert	у
Comments:				

End of Grant Reporting Form

Email to: scefgrants@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 (picture 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.