



Classroom Grant Program

FINANCIAL POLICY FOR PROCESSING GRANTS

Walton Education Foundation Steps

- 1) Walton Education Foundation and its Board of Directors approves the release of Classroom Grant funds to awarded grants.
- 2) Email notifications are sent out confirming the grants and amount to teachers, their admin and bookkeeper.
- 3) A single check is sent from Walton Education Foundation to each school campus for every grant awarded to that campus with the awarded number of grants and program in the memo line (WEF <SCHOOL> Classroom Grant <Number of Grants>) from Trustmark Bank bill pay system.

Classroom Grant Recommended Recipient Steps

- 1) Deposit Check
- 2) Create Trust Account or follow internal grant management practices.
 - a. Name account a specific title with year ex: 2024-2025 WEF Classroom Grant [TEACHER NAME] [GRANT NAME] [GRANT NUMBER]
- 3) Teacher/Bookkeeper verify grant supplies approved through Walton County School District Technology Department if it is a device, tablet, or laptop. ***Any items not included on the 2024-25 Approved Device List cannot be purchased.***
- 4) Teacher submits items and prices to bookkeeper. If any items change from the original grant that was funded please email info@waltonedfoundation.org for approval for purchase.
- 5) Internal purchase practices should be followed at this point to purchase Grant Program Supplies.
- 6) Submit Requisitions or Purchase orders with supporting documentation (receipts, invoices, etc.) via email to info@waltonedfoundation.org by February 15, 2025. If you do not plan to have your program supplies spent by this date, please contact Walton Education Foundation.
- 7) **All money must be spent on the grant within the same school year.** Do not plan to return funds to Walton Education Foundation. If \$19.99 or less remains in the account, please transfer to your School's General Fund at the end of the year or as indicated by internal practices.

Questions? Need Help?

Call or Text Lindsey Harp, Executive Director, at 850-692-9961.

