



Classroom Grant Program FINANCIAL POLICY

Walton Education Foundation Steps

1. Walton Education Foundation and its Board of Directors approves the release of Classroom Grant funds to award grants based on scoring from the Grant Review Committee.
2. Email notifications are sent out to teachers and their admin and bookkeeper confirming the grant approval.
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.
4. WEF is looking at ACD payments rather than check payments. If your campus would like to confirm this options, please connect with Lindsey.

Classroom Grant Recommended Recipient Steps

1. Deposit Check – CONGRATULATIONS TO YOUR TEAM!
2. **Receipts are due to Walton Education Foundation on or before February 15, 2026. All grant money must be spent according to the budget within the same school year.**
3. Create a grant account pursuant to WCSD protocols.
4. 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 2026 Approved Device List cannot be purchased or will need permission from WCSD IT.***
5. 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.
6. Internal purchase practices should be followed at this point to purchase Grant Program Supplies.
7. Submit Requisitions or Purchase orders with supporting documentation (receipts, invoices, etc.) via email to info@waltonedfoundation.org by February 15, 2026. If you do not plan to have your program supplies spent by this date, please contact Walton Education Foundation.
8. Do not 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.
9. **I understand that any items, materials or program supplies purchased with these grant funds belong to Walton Education Foundation and the Walton County School District.** Grant program supplies can follow the grant recipient if that recipient transfers to a school within the Walton County School District. If the recipient no longer works for the Walton County School District, these items belong to the school where the items were last used. The items purchased are the property of the classroom and school they were purchased for and shall not be taken by the School District or anyone else without the permission of Walton Education Foundation.

Classroom Grant Project Timeline

1. October 15, 2026 – Grant Application portal closes; Grant Applications are confirmed and prepared for review by the Grant Review Committee.
2. October 30, 2026 – Grant Review Committee concludes and grants are awarded, teachers notified.
3. November 1, 2026 – Grants are awarded and funding checks mailed to campuses. Purchasing can begin upon receipt of funds.
4. February 15, 2026 – Grant Purchase Receipts and documentation due to Walton Education Foundation
5. April 30, 2026 – Final Reporting due to Walton Education Foundation (completed by the lead teacher)

Questions? Need Help? Call or Text: Lindsey Harp, Executive Director, ,850-692-9961 call/text, info@waltonedfoundation.org