**Mackay School District #182**

**COMMUNITY RELATIONS 4520F3**

**GRANT FOLLOW-UP CHECK LIST**

Project Name:

Grant Funded By:

Grant Award Number (If applicable):

Granted To: Mackay School District

Tax ID Submitted: \_\_\_\_\_Foundation – 82-0511098 or \_\_\_\_District – 82-6000738

Amount Awarded:

Date Award Received:

Final Report Due:

Prepared By:

|  |  |  |  |
| --- | --- | --- | --- |
| Document Owner(s) | Organization Role | E-mail Contact | Phone # |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Summary:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grant Project: Info about funder; Important due dates; Important details from award letter, How funds can be used; Department Receiving Funds; Amount of Money still needed to complete project; Etc. | | | | |
|  | | | | |
| **TASK** | **DATE DUE** | **DATE**  **COMP-LETED** | **RESPONSIBLE PERSON** | **OTHER IMPORTANT INFO** | |
| Within one Week of Receiving the Award Letter: |  |  |  |  | |
| File Started for Grant |  |  | Business Mgr. |  | |
| Grant Follow-Up Check List Initiated and in File |  |  | Grant Writer- Initiate  Business Mgr. - File |  | |
| Copy of Signed Award Letter in File |  |  | Business Manager |  | |
| Award Letter Signed and Mailed Back |  |  | Business Manager |  | |
| Copy of Award Letter Sent to Grant Writer |  |  | Business  Manager |  | |
| Copy of Check in File |  |  | Business Manager |  | |
| Check Deposited in Bank |  |  | Business Manager |  | |
| Original Grant Request/Application in File |  |  | Business Mgr./Grant Writer |  | |
| Phone Call or E-mail to Thank Funder; Ask if there are any restrictions on public recognition of Grant Award |  |  | Business Mgr./Grant Writer/ Superintendent//Project Leader |  | |
| Press Release Submitted to Newspaper |  |  | Grant Writer  Business Mgr.  Project Leader |  | |
| Tax Acknowledgement Form Sent (Copy in File) |  |  | Business Mgr. |  | |
| All Involved Parties Made Familiar With How Money Can be Spent |  |  | Business Mgr./Grant  Writer/  Superintendent/Project  Leader |  | |
| Grant Writer Paid |  |  | Business Office/Payroll |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TASK** | **DATE DUE** | **DATE COMP-LETED** | **RESPONSIBLE PERSON** | **OTHER IMPORTANT INFO** |
| To Be Completed During the Project (As Pertinent to Each Grant): |  |  |  |  |
| Thank You Letters Written |  |  | Superintendent  Project Leader  Board  Staff Benefitting  Students |  |
| Copy of Newspaper Article Sent to Funder |  |  | Grant Writer  Business Mgr. |  |
| Website Updated with Grant Contribution |  |  | Technology  Director |  |
| Pictures Taken During and After Project Completion |  |  | Grant Writer  Project Leader |  |
| Copies of Invoices and Cancelled Checks in File |  |  | Business Manager |  |
| Final Grant Report Written and Submitted |  |  | Grant Writer |  |
| Funder Contacted to Make Sure Final Report was Received |  |  | Grant Writer |  |
| Invite Funder to District to View Completed Project |  |  | Grant Writer |  |
| 2nd Press Release, As Needed |  |  | Grant Writer |  |