

Grants Galore!

Managing any grant for
success



Presenters



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- Director of Charter School Operations
- Manage School Payroll and Grants
- Former Charter School Principal
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- Former Music Teacher



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- Executive Director
- Sixteen years as ED
- Business Operations
- Grants, Foundations, Operations
- Staffing & Training
- Marketing & Development

Budgets

"A budget is telling your money where to go rather than wondering where it went.."

– Dave Ramsey



Be Intentional

| | Bad | Good |
|---|---|--|
| Consider the intention of the grant and phrase your descriptions accordingly | P.E. Teacher | Additional P.E. Teacher for the 2022-23 school year (including benefits) in order to reduce class size allowing for greater social distancing \$68,000 |
| Be specific (what, who, why, where) without boxing yourself in (brands, employee names, hours of work) | iPad to be used by Mr. Jones during afternoon Math class | (54) Tablets at \$250 each for student use to meet the 1:1 ratio needed for social distancing |
| Clear per-item costs | Projectors for the classroom (2) at \$240 and (2) \$300 plus installation and shipping | (4) Projectors for the classrooms at \$300 each including shipping |
| Clear personnel costs that don't restrict you | (6) After school employees to work from 3:00-6:00 on reading tutoring for 1 st grade at an average rate of \$15.00 | Tutoring outside of school at \$15.00 per hour to close the achievement gap |
| ESE should be a separate line item (Function code 5200 instead of 5100) | Chairs for classrooms | Alternative seating for ESE students to meet their individual needs (5) at \$35 each |
| Do your homework | Rushing the budget process | Take the time needed to get accurate quotes |

The grant cycle



Purchasing

“The odds of going to the store for a loaf of bread and coming out with only a loaf of bread are three billion to one.”~ Erma Bombeck



Purchase
exactly what
is on your
budget:



Item



Size



Cost



Quantity

Type of Employee

- Part Time vs. Full time

Position

- Teacher, Coach, Contracted Vendor?

Pay Type

- Part Time vs. Full Time
- Salary vs. Hourly
- Rate of Pay

When?

- During School, After School, Saturdays?

Number of Hours

Number of Employees

Personnel
- follow your
budget

Tracking

“For every minute spent organizing, an hour is earned.”

~ Darren Hardy



Track
EVERYTHING!

Purchases

Quotes

Why you chose your vendors

Purchase Orders

Delivery slips

Packing Slips

Inventory

Invoices

Payments

Cancelled Checks

Bank Statements

Credit Card Statements

Personnel & P.D.

Time and Effort

Employee hire/fire

Signatures on logs

Benefits

Professional Dev:

Who attended?

When?

Why?

How Long?

Follow up Assignment?

Find a tracking tool that works for you

[Sample Tracking sheet](#)



Reimbursements

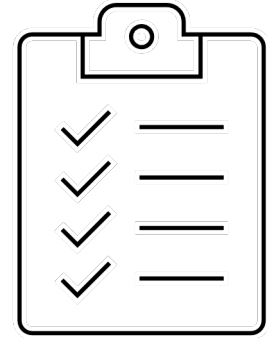
"You must spend money to make money" ~ Palutus



Organization is ESSENTIAL

Find out what the specifics are for your District

- Is there an order they prefer
- Do they want all pages of bank statements or just 1
- Do they want cancelled checks?
- Should invoices be listed on check copies?
- Are packing slips required (virtual items too?)
- Professional Development requirements



Keep EVERYTHING in order

Reimburse Often

Comply with the Districts requests when at all possible

Timing

- Try to amend only once per year

Pricing

- Obtain quotes for accurate pricing

Board

- Board Approval is Needed for State/National Grants

Wait

- Be prepared to wait.

Amendments

ESSER Grants

“Keep calm and plan on.”

~ A smart school leader



What are your experiences and questions?

- What have you budgeted that has been helpful?
- How have you organized your backup documents?
- What tricks of the trade do you have to share?



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