

Northampton Education Foundation

INSTRUCTIONS FOR GRANT DISBURSEMENT

General Instructions: Please pay special attention to your grant's approved budget. Actual expenses should approximate the budget approved for your grant, and adhere to the line item descriptions in the left-hand column. If expenses exceed 10% of the approved budget for any budget line item (e.g. Consultants, or Transportation), you must request and receive an amendment from the NEF Small Grants Administrator before requesting payment.

You may either submit invoices for direct payment by the NEF, or you may submit for reimbursement of costs incurred by you for approved expenses for your grant. Please include a copy of the Grant Disbursement Request Form with each disbursement request. Additional Grant Disbursement Request Forms can be printed from the NEF website <http://www.northampton-edfoundation.org/forms/> . **Make sure that each form includes your project name and number. Be sure to list in Section F of the form who the check should be made out to, and where it should be mailed.**

Please try to consolidate costs so that no more than three forms are sent for the entire grant duration. Keep in mind that disbursements are made on a periodic basis, as all of our administrative work is done by volunteer Board members. Allow 2-5 weeks as the average time frame for disbursement to be received. Your grant ends on June 30. That means that no expenses for your project can be incurred after that date. All requests for payments should be made by August 15.

Please contact NEF Small Grants Administrator Mary Beth O'Connor (marybethoconnor@gmail.com), 582-0996 with any questions.

Grant Disbursement Request Form Instructions:

A. Personnel:

1. School Department Employees: Once grant hours are completed, for each person for whom reimbursement is requested, please note their name, hours worked, and total cost. For individuals earning \$600 or more, please submit a completed I.R.S. Form W-9 (enclosed if your grant involves consultants). This allows the NEF to issue individuals a Form 1099 for tax reporting purposes.
2. Substitute Teachers: If arrangements are made for the School Department to pay substitutes directly, please enclose a copy of the School Department requisition for payment.
3. Consultants: Once grant hours are completed, include name, hours, rate and total cost for each consultant. Grantees must submit an I.R.S. Form W-9 (enclosed if your grant involves consultants) completed by each consultant paid \$600 or more.

B. Transportation Costs: Include payment invoice or requisition form for costs.

C. Supplies/Materials: Direct payment by NEF can be made for supplies ordered from local vendors or mail order catalogues. Include all paperwork and order forms with your Grant Disbursement Request Form, and NEF will make a check out directly to the supplier. If payments for supplies/materials are made by the grantee, retain all receipts and include receipt copies with Grant Disbursement Request Form, and submit for reimbursement.

D. Printing and Postage: If direct payment is made by the grantee, please retain all receipts and include receipt copies with Grant Disbursement Request Form, and submit for reimbursement.

E. Total Disbursements Requested: Total up all of the disbursements requested on each Grant Disbursement Request Form.

F. Check Disbursements: List each person/supplier to whom check should be issued, and the amount of the check. Be sure to give address where check should be mailed.