



Avon Education Foundation

“Enhancing tomorrow’s education today.”

GRANT PAYMENT

Post Office Box 548
Avon, Connecticut 06001-0548
www.avonedfoundation.org

GRANT PAYMENT

Successful grant applicants will receive a **Grant Payment Tracking Sheet** with the letter confirming their grant awards. This form must be submitted to the Treasurer of the Avon Education Foundation before the Foundation will pay out the grant award. Payment is usually made to the Avon Public Schools, the Town of Avon or the Avon Free Public Library and not to the Project Director.

Please allow at least 2 weeks advance notice (4 weeks during summer months) when requesting payment of funds.

Large Awards – Special Requirements Set by the Town of Avon:

- Grant awards are considered gifts under the terms of Section 4.3.2 of the Town Charter. It is the responsibility of the Town Council to:
 - “(l) Accept, by resolution, in the name of the Town, any gift of money or personal property or any interest therein for any public purpose and to provide for the administration of the same for such purpose subject to the terms of the gift.
 - “(m) By annual resolution authorize the Avon Board of Education from time to time to accept in the name of the Town any gift of personal property, tangible or intangible, for the use and benefit of the students served by the Board of Education.
 - “(n) After public hearing, accept, by resolution, in the name of the Town any gift of real property or any interest therein for any public purpose and to provide for the administration of the gifted real property subject to the terms of the gift.”
- **Grant awards to the Avon Public Schools totaling \$5,000 to \$9,999 require approval of the Board of Education before funds can be disbursed.**
- **Grant awards to the Town of Avon and the Avon Free Public Library totaling \$5,000 or more and grant awards to the Avon Public Schools totaling \$10,000 or more require approval of the Avon Town Council before funds can be disbursed.**
- The Project Director is responsible for obtaining the required approval. Employees of the Avon Public Schools should work through the Superintendent's office to obtain approval.
- Do not submit the Grant Payment Tracking Sheet or request for funds until approval is obtained.

Instructions for Completing and Submitting the Grant Payment Tracking Sheet:

- **Section 1** is completed by the Grant Chair.
- **Section 2** is completed by the Project Director, usually the grant applicant, usually before equipment and materials are ordered:
 - **Date Funds Needed:** The school system generally requires that grant funds be on hand before an order may be placed. The date an order will be placed is the date by which the funds are needed.
 - **Anticipated Expenses:** Usually this is the full amount of the grant award. However, costs may have changed since the application was submitted because prices have gone down or more favorable prices have been found. In addition, some projects may not require all funds to be disbursed at the same time. A copy of the Grant Payment Tracking Sheet should be submitted every time partial funding is being requested with Section 2 completed accordingly.
 - **Pay To:** The Foundation only pays grant awards to the Avon Public Schools, the Town of Avon or the Avon Free Public Library. Exceptions must be approved in advance. Reasonable exceptions include:
 - Payment directly to a vendor – requires a copy of the bill or invoice
 - Reimbursement of expenses incurred by individuals – requires a copy of the receipt(s)

GRANT PAYMENT

- **Description/Vendor(s) or Attach Budget:** This information will help the finance department keep track of the grant revenues and expenses associated with the project.

Mail the form with Section 2 completed to:

Avon Education Foundation
Attn.: Treasurer
P.O. Box 548
Avon, CT 06001-0548

- **Section 3** is completed by the Treasurer of the Avon Education Foundation. A copy, with attachments, is forwarded with the payment going to the school system, the Town or the library to be used by the finance department.
- **Section 4** is completed by the Project Director or the finance department after invoices are paid. The Foundation requires copies of receipts and paid invoices for its records.

Mail the form with Section 4 completed to:

Avon Education Foundation
Attn.: Treasurer
P.O. Box 548
Avon, CT 06001-0548

GRANT PAYMENT TRACKING SHEET

SECTION 1 - TO BE COMPLETED BY GRANT CHAIR – SEND TO PROJECT DIRECTOR

Date of Award: _____ Amount of Grant: \$ _____
Project Name: _____
Project Director: _____
School/Municipal Department: _____

SECTION 2 - TO BE COMPLETED BY PROJECT DIRECTOR – SEND TO AEF TREASURER

Date Funds Needed*: _____ Anticipated Expense(s): _____

Pay to:

- | | | |
|---|--|--|
| <input type="checkbox"/> Avon Public Schools
Attn. Finance Dept.
34 Simsbury Rd.
Avon, CT 06001 | <input type="checkbox"/> Town of Avon
Attn. Treasurer
60 Main St.
Avon, CT 06001 | <input type="checkbox"/> Avon Free Public Library
Attn. Director
281 Country Club Rd.
Avon, CT 06001 |
|---|--|--|

“Pay to” Exceptions: Contact AEF at info@avonedfoundation.org

***PLEASE PROVIDE AT LEAST 2 WEEKS ADVANCE NOTICE (4 WEEKS DURING SUMMER)**

Description/Vendor(s) or Attach Budget from Grant Application (to aid your finance department track grant revenues against non-budgeted expenses):

SECTION 3 - TO BE COMPLETED BY AEF TREASURER – SEND COPY & ATTACHMENTS WITH PAYMENT

Date of Check: _____ Check Number: _____

Amount: _____ Date Sent: _____

Delivery Method: Regular Mail Express Mail Hand Delivered

Cleared Date: _____

SECTION 4 - TO BE COMPLETED BY PROJECT DIRECTOR/FINANCE – SEND TO AEF TREASURER

Provide copies of receipts, paid invoices, etc. to AEF for accounting purposes. Mail to:

Avon Education Foundation
Attn.: Treasurer
P.O. Box 548
Avon, CT 06001-0548