



# Grant Application and Payment Process for TEACH Teacher Training Grants

Complete application for Funding 1 (consortium-led) and Funding 2 (district) Events. Fiscal Agent of Consortium submits application, including budget of expenditures by each consortium member.

**APPLICATIONS due by 11:59 pm on Monday, October 10, 2016**

Grant Award to Consortium. Execution of Grant Agreement.

Consortium member incurs expenses (segregated by accounting system).

Consortium member completes request for reimbursement and submits to Fiscal Agent, along with copies of documentation of expenditures. **(All reimbursement requests are due 60 days after the close of the grant – by August 31<sup>st</sup>).**

Fiscal Agent reviews request for reimbursement, ensuring request fall within approved budget, and submits request for reimbursement to TEACH. Fiscal agent retains documentation.

DOA TEACH reimburses fiscal agent.

Fiscal Agent pays/passes thru funds to consortium member.

State ID Number – No ID number assigned as not in scope of single audit (see FAQs). For DPI WUFAR Codes see TEACH website.