



Charter Schools Institute
The State University of New York

**Federal Charter Schools Program (CSP)
& New York State Stimulus Fund
Grant Management & Payment Instructions**

1. The SUNY Charter Schools Institute will only approve requested budget items according to the proposal guidelines provided in the Request for Applications CSI-1956 & 1957.
2. The awardee must establish sub-accounts within its accounting records to identify, segregate and accumulate Stimulus Fund grant expenditures.
3. The awardee will enter into agreement with SUNY/the Institute assuring the appropriate expenditure of CSP & Stimulus grant funds and agreeing to the reporting requirements as described in this document.
4. The Institute will advance 20% of the total grant to awardee upon receipt of an invoice requesting such advance from awardee.
5. Upon each request for additional disbursements, the awardee must submit a Grant Expenditure Report, identifying categories from which funds have been expended, and attach a copy of the disbursement journal generated by their system for the sub-accounts identified for CSP & Stimulus Fund expenditures. This document is the awardee's invoice to the Institute. The disbursement journal should identify all payments, including payee, date, amount, and check number. Where such a report is not available or appropriate for a specific expenditure, other types of expenditure reports/documents may be accepted as appropriate backup for grant disbursements.
6. Upon completion of the grant period, the awardee must submit a one page final expenditure narrative to briefly describe the awardee's full expenditure of CSP & Stimulus grant funds. *Failure to submit this final report and/or the appropriate backup documentation may be considered financial mismanagement by the school that could result in probation or need for corrective action.*
7. The Institute will review the Expenditure Report, disbursement journal, and narrative report provided by the awardee and compare these reports to the grantee's approved budget to ensure appropriate expenditure of CSP & Stimulus Funds.

Note: A Sample Grant Expenditure Report is available for download on the [Grant Opportunities](#) page of the Institute's web site.