



Curriculum Department
On-Site Charter School Monitoring Review Instrument
Project Development (Grant Procurement)
 2017/18

Charter School Name: _____

ACPS Representative: _____

Charter School Administrator: _____

Date of Monitoring Visit: _____

Please indicate each item listed as:

- S Satisfactory** – All required documentation is complete, available and up-to-date
- N Needs Improvement** – Required documentation is incomplete or otherwise inadequate
- D Deficient** – Required documentation is not available, complete or up-to-date

<i>Department Contact (s): Everett Caudle/Kimberly Webster</i>			
<i>Contact information: 352-955-7605</i>			
Required Documentation on File at School	S	N	D
Grants Submission			
Meets with Project Development staff to discuss proposal requirements.			
Meets deadlines.			
Grant Management			
Maintain a permanent file for each grant. It should include copies of the following:			
1. Grant proposal.			
2. Correspondence to and from the Office of Project Development.			
3. Expenditure records.			
4. Budget amendments.			
5. Inventory list of equipment.			
6. Evaluation and materials with a life expectancy of more than one year.			
7. Any logs or other information described in grant proposal.			
Equipment labeled with a permanent marker identifying funding source and year purchased:			
Example:			
Charter Title VI Drug-Free: Fy01 Fy01 Fy01			
This means it was purchased with grant funds during the 2000-01 SY.			
Reports are submitted by the established deadline.			

Charter School Signature

Date

ACPS Representative Signature

Date

**Please forward a copy of completed monitoring tool to the ACPS Curriculum office
 attention Jenny Bunn and maintain copy at school**