

Project Based Funding - Additional Information for Fiscal Year 2017-2018

- Applications for **Project Based Funding** must be provide all information.
- A budget is required to be submitted with the application.
- Applicants will be contacted by email if there are any questions or additional information is needed.
- Applications for Project Based Funding may be submitted beginning October 15, 2017.
- All applications for FY 17-18 **Project Based Funding** must be submitted by January 15, 2018. Applicants will be notified by email.
- Once the **Project Based Funding Application** is completed, submitted and approved the funds are encumbered. Encumbering funds means that the amount has now been set aside from the total amount of available Task Force funds.
- All funds must be encumbered by May 15, 2018.
- Invoices for **Project Based Funding** must be submitted by May 15, 2018. Invoices for events, such as Summer Professional Learning Institutes, that have not yet occurred can still be invoiced. Payment will be made once the event is completed.
- **Project Based Funding** are funds that will be reimbursed. Documentation must be provided for all projects. This includes but is not limited to: sign in sheets, agendas, flyers, programs, etc.
- All events/projects/materials funded by the Task Force must include: *Funded in part by Florida Department of Education Commissioner's Task Force on Holocaust Education*.
- In addition, Designated Task Force Sites need to include the following on all materials:
Designated Site of Florida Department of Education Commissioner's Task Force on Holocaust Education.
This is required even if there is no funding from the Task Force.
- All NEW consultants must submit a **W-9 form**. If the consultant was used last year (2016-17), the paperwork should still be good. For a consultant used prior to FY 2016-2017, please submit new paperwork, just to be on the safe side.
- All consultants must also complete and submit the **Checklist: Independent Contactor Status**. Both forms are on the flash drive.
- An ACH Direct Deposit form will be generated and sent directly to the individual. This authorizes payment by Direct Deposit. This is the **only way** that consultants can be paid.
- The **only way** that any reimbursement can be made is by Direct Deposit. There is no way to issue checks.
- The account on the ACH form is the where the funds will be sent. Once the invoice is submitted, check the accounts to make sure the reimbursement has been made. Payment is not likely before 2-3 weeks.
- Funds are encumbered when the PBF application is approved. If total amount requested is not used, please inform the Chair immediately. Funds will be redirected to other projects.
- Funds are encumbered. If there is no invoice reimbursement, the funds will not be used.
- At the conclusion of the Fiscal Year, June 30, 2018, unused funds are returned to the FDOE.

- For any questions about the Project Based Funding Application or any part of the process, contact the chair at Imedvin@fau.edu