

AGREEMENT, REPORTING & REIMBURSEMENTS

IF YOUR GRANT IS APPROVED

For grant proposals that are selected for funding, an 'Grant Participation and Indemnity Agreement' between the grantee and the Trust will be required. The Trust will provide funding on a reimbursement basis only. **Please note, if at any time during the agreement your contact information changes, it is the responsibility of the grantee to inform the Trust with updated information.**

AGREEMENT LENGTH

In the interest of getting your good work implemented and having the Trust's dollars put to use, one-year funding agreements will be issued for **approximately 18 months** (shorter durations can be written upon request). Two-year funding agreements will be issued for **approximately 30 months**. If your funding cannot be used within that timeframe, **you can apply for a one-time 6-month extension request**, which needs to be submitted 30 days or more prior to the agreement's expiration. ***If no extension request is filed and the expiration date passes, the agreement is void and any unreimbursed portion of approved grants will be returned to the Trust.***

Example of Agreement Lengths:

Grant Approved: End of May 2023

Year 1 Funding Expires: December 31st, 2024

Year 2 Funding Expires: December 31st, 2025

REIMBURSEMENTS

Reimbursements should be requested in a timely fashion and a status update will be required with each reimbursement request. Reimbursements are issued after expenses have occurred. You may request a reimbursement as often as every month. To ensure a payment, requests must be received before the 25th of each month. Payments are issued by check on the last working day of every month. You will receive a payment within 7-10 days of issue date.

- * All reimbursement requests must be accompanied by receipts or supportive documentation for each item.
- * Indirect costs are allowed at 10% of the total grant funding amount.
- * All reimbursement requests must include a short status update.

STATUS UPDATES & PROGRESS REPORTS

Status Updates: Status updates must be included with each reimbursement request. A status update does not need to be long.

Please summarize:

- The success of your project to date, and how the items listed for reimbursement support your project so far. (ie. education materials developed, planned events, objectives that have occurred).

Interim Progress Reports: An interim progress report is required at the end of each funding year. The reporting date will be included in your agreement.

Please summarize in 1-2 paragraphs:

- Your accomplishments so far and what you expect to accomplish in the next several months?

Final Progress Reports: A final project report is required with the final reimbursement request, no more than 30 days after the agreement expiration.

For the Final Report, provide:

- 1) How was funding spent?
- 2) If an event was held, explain when it was held, the number of participants and what activities were completed?
- 3) What (if anything) would you have changed about implementation?
- 4) How did you measure the success of your grant (participant surveys, some type of subjective measurement, etc.) and what were the findings?
- 5) Include a few pictures of your project, if possible, and a pdf of created materials (ie. brochures, signs, educational material).