

## **AGREEMENT, REPORTING & REIMBURSEMENTS**

### **IF YOUR GRANT IS APPROVED**

For grant proposals that are selected for funding, a '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 31<sup>st</sup>, 2024

Year 2 Funding Expires: December 31<sup>st</sup>, 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 25<sup>th</sup> 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 copy of created materials (ie. brochures, signs, educational material).