**Notice of Award Meeting**

**(Template)**

**[Name of Grant]**

**To**: Project Director

**Cc:** Accountant

**From**: Grants Specialist

**Date**:

**Project Title:**

**Project Director:**

**Grantee Organization:**

**Agency's Reference No.:**

**Funding Agency:**

**Agency Program Name:**

|  |  |
| --- | --- |
| Agency Programmatic Contact Questions related to grant program requirements | Agency Fiscal Contact Questions related to reporting expenditures |
| name  address  tel, fax, email | name  address  tel, fax, email |

**Amount funded:**

**Current funding period:**

**Is this grant renewable?** ❑ Yes ❑ No

**Are these federal funds?** ❑ Yes (CFDA # \_\_\_\_\_\_ ) ❑ No

**Budget Summary** (see attached detailed project budget approved by the agency):

| **Budget category** | **Granted from Agency** | **Provided by grantee or other party as matching** | **Total Amount** |
| --- | --- | --- | --- |
| Personnel |  |  | $ 0 |
| Fringe benefits |  |  | $ 0 |
| Travel |  |  | $ 0 |
| Supplies |  |  | $ 0 |
| Equipment |  |  | $ 0 |
| Contractual |  |  | $ 0 |
| Consultant Costs |  |  | $ 0 |
| Total | $ 0 | $ 0 | $ 0 |

**Funding method:** ❑ Reimbursement ❑ Advance payment

**Report due dates:**

Financial reports: due when; what format; who does it

Progress report(s): due when; what format; who does it

**Equipment:**  (*description and limitations*)

**GRANTEE ORGANIZATION**

GRANT-SUPPORTED PERSONNEL

|  |  |  |
| --- | --- | --- |
| Name/Title | Period of Time | Annual Percent of Effort |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* Documentation: Electronic payroll system entries for grant cost center

GRANTEE ORGANIZATION MATCHING OBLIGATIONS – Personnel (In-kind)

|  |  |  |
| --- | --- | --- |
| Name/Title | Period of Time | Annual Percent of Effort |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* Documentation: Record separately on a monthly Time and Effort report

GRANTEE ORGANIZATION MATCHING OBLIGATIONS – Costs other than Personnel

|  |  |  |
| --- | --- | --- |
| Description | Source of Match Identified | Amount |
|  |  |  |
|  |  |  |

* Documentation:

# PARTNERS (If applicable)

GRANT-SUPPORTED PERSONNEL

|  |  |  |
| --- | --- | --- |
| Name/Title | Period of Time | Annual Percent of Effort |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* Documentation:

OTHER GRANT-SUPPORTED COSTS

|  |  |
| --- | --- |
| Description | Amount |
|  |  |
|  |  |

* Documentation:

PARTNER MATCHING OBLIGATIONS – Personnel

|  |  |  |
| --- | --- | --- |
| Name/Title | Period of Time | Annual Percent of Effort |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* Documentation:

THIRD-PARTY MATCH – Other than Personnel

|  |  |  |
| --- | --- | --- |
| Description | Source of Match Identified | Amount |
|  |  |  |
|  |  |  |

* Documentation:

**Note any special restrictions or conditions:**

**Requirements for record retention:**

**Are there restrictions on publicizing this award? ❑** Yes ❑ No

**General Guidelines for Project Management**

**Project Start and End Dates**

Expenditures for the project must occur in the current funding period. Invoices and other forms authorizing payment must reflect dates that fall within this period. The account must be cleared and closed out within 90 [specify, if different] days of the end of the funding period. A request for a "no-cost extension" of the project end date must be approved by the granting agency.

*Add if applicable:* This grant is subject to the Illinois Grant Funds Recovery Act. Any unobligated funds remaining at the end of the funding period must be returned to the state within 45 days of notification by the Illinois Department of Public Health.

**Signature Authority**

Documents requiring the signature of the “Authorized Official” generally will require the signature of the President & CEO. In no case should the Project Director preempt this authority.

The Project Director’s approval is needed for authorizing expenditures to the grant cost center, certifying personnel effort on the project, and submission of reports to the funding agency. Documentation of approval should be provided with the initiation of expenditure requests. In the case of certifying his/her own time and effort on the project, the Project Director should obtain signature (or electronic approval) of his/her supervisor.

**Project Expenses – Authorizing and Monitoring**

Costs charged to a grant project must be reasonable, allocable and otherwise allowable. The Project Director has primary responsibility for fiscal management of the project, but the Project Director and the Accounting Department share responsibility for these determinations.

*Reasonable* – the cost is generally recognized as necessary for the performance of the project and is one that a prudent person would consider reasonable given the same set of circumstances;

*Allocable -* the cost is “assignable” to the project; that is, the item or service purchased has a direct benefit to the grant-funded project. If the item benefits more than one project, the amount assigned or allocated to the grant must be in proportion to its use on the project (for example, an item that is used 50% of the time on a grant project and the remainder of the time for other department purposes should be charged to the grant at no more than 50% of its cost.)

*Otherwise allowable -*  The cost must conform to any limitations or exclusions stated in generally accepted accounting principles or in the sponsored agreement, i.e., the cost must be "allowable" and not specifically designated as unallowable by regulation or grant/contract specific award conditions.

In addition, the cost must be treated consistently with other similar costs incurred in like circumstances in accordance with generally accepted accounting principles.

Expenses charged to the grant cost center must be in accordance with the budget approved by the awarding agency. The Project Director should maintain records sufficient to identify project expenses in relation to the approved budget.

Prior approval by the funding agency is required for significant deviations from the approved budget. See the terms of the grant agreement for a definition of what constitutes a “significant” budget revision. (Note: this includes using grant funds for expenditures which were not previously identified in the approved budget. Introducing new expenses for personnel or equipment is especially scrutinized.)

# Project Income

Some grant-funded projects generate income (e.g., from registration fees for conferences, the sale of materials developed with sponsor funds, etc.) Sponsors, especially federal agencies, may have regulations and policies about how project-generated income should be accounted for and spent.

If the products or resources provided by the grant/contract are or may be involved in the generation of income, the Project Director should contact the Accounting Department to identify procedures for the accounting for and spending of project-generated funds.

**Reporting dates and requirements**

Upon receipt of a fully executed grant award agreement, (signed by both the funding agency and the appropriate authorizing official for the grantee organization), the Accounting Department shall set up a cost center specific to the grant project.

The Project Director of the grant or contract is responsible for making valid expenditures against the project and adhering to the approved budget for the project. The Accounting Department is responsible for monitoring expenditures according to the grantee organization’s policies and funding regulations. This distinction is made between the responsibility of the Accounting Department and the Project Director because it is possible that an expenditure could meet accounting regulations but not be a valid expenditure against the project.

The Accounting Department is responsible for all reimbursement claims and financial reports submitted to the funding agency. Financial reports must indicate actual expenditures and not amounts which were estimated for the proposed budget (e.g., fringe benefits). Unofficial financial reports prepared outside the Accounting Department must receive clearance from the Accounting Department before being released. The Accounting Department also maintains a grant file and oversees providing information for financial audits.

The Project Director is responsible for seeing that progress reports or technical reports on the project are completed in a timely manner. Financial information included in any report submitted by the Project Director must first receive clearance from the Accounting Department.

The Project Director should retain a copy of programmatic or technical reports submitted to the funding agency, the Accounting Department should retain copies of all fiscal reports submitted to the funding agency.

**Certifying personnel effort**

The activity of personnel assigned to the project must be certified by an individual with knowledge of all of the employee's activities. The Project Director should approve after-the-fact activity reports which certify the level of effort of each person assigned to work on the project *regardless of whether or not the person is compensated from the grant funds* (i.e., the activity of personnel who contribute time to the project as a form of cost sharing must be documented). Amounts of activity charged to the grant budget should be consistent with the certified effort on the project. Personnel activity reports should be certified by the Project Director on a monthly basis. Payroll report records, if they include a record of the individual’s time charged to the grant cost center, can be used to certify time and effort paid from the grant. For in-kind contributions (time spent on the project but paid by grantee organization’s sources), a paper Time and Effort Certification report should be generated and approved by the Project Director on a monthly basis.

**Documenting cost sharing**

Matching or cost-sharing contributions indicated on the approved budget must be documented by the grantee organization and, if required by the funding agency, reported on regular expenditure reports. The Project Director is responsible for obtaining documentation of third-party cost sharing from project partners. The Project Director will be asked to certify that payments made from cash sources are for project-related expenditures. Contributions of in-kind goods or services must be documented in accordance with federal regulations and certified by the Project Director as related to the project.

**Record Retention**

Records related to a grant project must be retained for a specified period which is generally stated in the grant agreement. Retention periods may be different than what is required by organizational policy for a specific type of record, and in all cases the longer period will prevail. Responsibilities for record retention apply to the Project Director, Accounting Department, Grants Specialist and others. For more detail, see “Record Retention for Grants,” (Planning Department guidance.) Unless deemed useful for archival purposes, records should be destroyed at the completion of the retention period.

**Special restrictions**

Entertainment, food (except as related to travel expenses for project personnel), alcoholic beverages and gratuities are not allowable costs.

# Subcontracting

(If allowed, describe.) If the grant award includes subrecipients, additional terms will apply, including business risk analysis, monitoring and reporting.

**Compliance**

The Project Director has the responsibility to ensure that project activities comply with federal/state regulations and organizational policies. If the project involves gathering information from human subjects, review and approval by a qualified institutional review board is required *prior to making contact with potential subjects.*