



# Grants Program Overview

## Funding Agreement, Payment & Reporting Overview

In order to ensure that grant recipients receive funds in a timely manner, please review this overview of the Funding Agreement, Payment and Reporting Requirements.

### Funding Agreement:

There are several steps that need to be taken after your project has been approved in order to receive an executed funding agreement. This process typically takes several weeks to complete. The project begins only after full execution of the funding agreement by all parties, so please plan accordingly. Project costs incurred before execution of the contract will not be reimbursed.

The following will give you a better understanding of the activities that need to occur in order to fully execute the funding agreement:

1. Grant manager contacts grant recipient and together they develop a Scope of Services and Payment and Deliverables Schedule for the grant contract. All agreements tie payments to deliverables and performance measures identified in the grant application. The grant recipient should pay particular attention to these two items as they determine how and when the grant recipient receives funds.
2. Grant Manager generates a funding agreement, which will include the agreed-upon Scope of Services and Payment and Deliverables schedule.
3. Two copies of the funding agreement will be sent to the grant recipient for signing.
4. Sign and return both copies to your grant manager's attention. (You will receive an original signed agreement after all parties have signed the agreement.)
5. Grant manager then forwards the agreement to the Agency's legal representative for review and signature and then to the Executive Director for final signature.
6. Once all three parties have signed the agreement, the funding agreement is considered executed and the project may commence. Invoices can be submitted according to Payment and Deliverables schedule.

### Invoices:

Please prepare invoices as follows:

1. Print invoice on letterhead including address, phone number, and project name.
2. Include an invoice number, an invoice period (e.g., January – March 2018).
3. Describe the deliverable that reimbursement is being requested for as identified in funding Agreement.
4. Submit supporting documentation as required. Please note, as all contracts tie disbursements to deliverables and performance measures, it is imperative that the appropriate documentation is submitted.

## **Reporting:**

Most funding agreements require some type of reporting that is tied to deliverables and payments. The reporting data required is described in Payments and Deliverables section of Funding Agreement. Attach Progress Report and any other supporting documentation with each invoice as specified in the Funding Agreement.

All grant recipients are required to submit a final report using the Final Report Form. Sample Progress and Final report forms are found at the end of this document.

## **Payments:**

Payments are due and payable to the grant recipient when all of the required documentation itemized in Payments and Deliverable section has been submitted and approved by the grant manager. Recipients can expect approximately a three-week turnaround time for payment processing once the invoice has been approved by the Grant Manager.

## **Acknowledgements:**

All publicity or promotional materials concerning the project, including press releases, feature stories, public service announcements, brochures, product literature and signs must be submitted to your grant manager for review and approval.

All of the aforementioned materials must acknowledge StopWaste. Examples of acknowledgments are shown below:

- This project made possible (in part) by a grant from StopWaste.
- This container/equipment purchased through a grant from StopWaste.



## Progress Report

Grantee: \_\_\_\_\_

Project Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

This report covers the period from (date) \_\_\_\_\_ to \_\_\_\_\_

*Please review the questions below and respond to those that are applicable to your project. The questions are designed to provide an assessment of the progress you are making toward achieving the purpose and objectives of your grant, and to provide a timely report on the expenditure of grant funds. This information will not only help you evaluate the current status of your project but will help the Agency refine its grant making program. Feel free to address other questions or issues specific to your grant. You may attach additional pages as needed.*

- 1. Review your grant objectives as stated in your proposal.** Please discuss the activities performed and the progress achieved to date relative to these objectives. Please use the measurement methods described in Payments and Deliverables section of your funding agreement regarding your project's progress.
- 2. How accurate was your anticipated project timeline?** Are you currently on target? Describe any changes in your project plan or tasks that may impact the original implementation schedule.
- 3. Do you expect to achieve all outcome objectives by the end of the grant period?** If not, please explain any problems or unforeseen circumstances that may prevent you from doing so.
- 4. How closely aligned are actual expenditures with those in your approved project budget?** Have you had to revise your original budget due to changing circumstances? Please explain any budget modifications.



## Final Report Form

For Final Reports, include the following components:

- **Project Description** – describe what funding was for, what were the project objectives
- **Project Highlights and Results** – one to two paragraphs of project highlights
- **Accomplishments** – was the project a success? Were goals identified in project proposal achieved? In addition, quantify tons of materials diverted from landfill, if it's an educational grant - quantify outreach.
- **Challenges** – explain any delays, unexpected hurdles, budget overruns?
- **Lessons Learned** – how would you approach project differently if given the chance to do it again, provide recommendations/tips for others who are interested in doing similar projects.
- **Costs** – Provide your original budget and then list out your actual expenditures. If applicable, explain how the actual costs differ from the projected budget.
- **Future Plans** – will the project continue after grant funding expired? Are there opportunities for project expansion?