# 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 for all grant categories.

## Funding Agreement:

There are several steps that need to be taken after your project has been approved to receive an executed funding agreement.  This process typically takes several weeks to complete.   Project activities and grant funds will only be distributed 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 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. Payments are usually tied to deliverables and performance measures (unless funding is for equipment grants).  The grant recipient should pay attention to Scope and Payment Schedule as they determine how and when they receive funds.
2.  Grant Manager generates a funding agreement, which will include the agreed-upon Scope of Services and Payment and Deliverables schedule.
3.  The agreement is sent by StopWaste's contracts administrator via Adobe DocuSign.  Grantee signs via software. Make sure to check your Junk mail as Adobe DocuSign often goes to the junk folder.
4.  The agreement is then sent to the StopWaste's legal representative for review and signature and then to the Executive Director for final signature.
5.  Once all three parties have signed the agreement, the funding agreement is considered fully executed, and the project may commence. Invoices can be submitted according to the Payment and Deliverables schedule.

## Invoices:

Please prepare invoices as follows:

1. Print invoice on letterhead including address, phone number, and project name. Include an invoice number, an invoice period (e.g., March – May 2024). [Sample invoice available here](#).
2. Submit supporting documentation as required. Please note, as all contracts tie disbursements to deliverables and performance measures, the appropriate documentation must be submitted.

## Reporting:

All funding agreements are structured with reporting tied to deliverables and payments.  The reporting data required is described in the Payments and Deliverables section of the executed Funding Agreement. Some funding agreements will require progress reports and a final report, while some may only require a final report (depending on the grant type and project scope).  Attach supporting documentation with each invoice as specified in your Funding Agreement.

All grant recipients are required to submit a final report.  A sample Final Report Form can be found at the end of this document to give you an idea of the information you will need to provide, however your grant manager will provide you with the exact form to use for your specific grant. Please note we are moving all reporting onto the web based StopWaste Grant Portal, your grant manager will provide you login information to access electronic reports.

## Payments:

Payments are due to the grant recipient when all required documentation itemized in the Payments and Deliverable section is submitted and approved by the grant manager. Recipients can expect about a three-week turnaround for payment processing once the invoice is 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 was made possible (in part) by a grant from StopWaste.
- This container/equipment purchased through a grant from StopWaste.

# SAMPLE Reporting

We will be moving all reporting online using StopWaste's web-based grant platform for the upcoming grant round. This sample gives applicants an idea of the final report content required when all grant activities have been concluded. You will be notified upon award how to access web-based reports.

# Final Report Sample

1) **Project Highlights and Accomplishments** – Let us celebrate your successes in this narrative portion of the final report.

   a) Share a few notable examples of how this project met goals set forth in the attached scope of work.
   b) Highlight deliverables you were particularly pleased with the outcomes.

2) **Challenges & Opportunities** – Help us understand any barriers or hurdles you faced in the implementation of this project.

   a) Explain any delays, unexpected hurdles, budget overruns.
   b) If deliverables were not achieved, why?
   c) What opportunities arose for you from this grant funding?

3) **Additional Information** – What else would you like us to know about your work and what has happened in your organization over the past year?

   a) New project expansion opportunities due to funding.
   b) Lessons learned.
   c) Unexpected outcomes.

Please note that each grant category has a distinct set of metrics for the final report. You will be notified upon award which additional metrics you will be expected to track.