

## Grants Administration Procedures

Upon approval of the grants at the congregational meeting:

- The Chair of the Endowment Committee shall inform each Primary Contact, as well as the Office Administrator of grant approval and funding amounts, as well as assigning a committee member to serve as an Endowment Committee Liaison for the grant. The job of the Committee Liaison is to keep tabs on the progress of the grant, to ensure that it remains within budget, to answer any questions relating to the processing of the grant, and to facilitate the submission of relevant reports.
- In turn, the grant Primary Contact shall designate one person to serve as Financial Liaison for the grant. The job of the Financial Liaison is to (a) communicate with the Office Administrator concerning any financial matters associated with the grant, (b) ensure that the grant stays within its budget, and (c) provide a financial record of the project to accompany any grant reports.
- The Office Administrator will start separate accounts for each grant, withdraw the appropriate award amounts from UUCEF, and transfer them to the grant accounts.

During the granting period:

- Draws on each grant can be made by qualified project members by filling out standard church reimbursement forms. The grantee must put *Endowment*, and the name of the specific grant, on the appropriate place in the form. The Office Administrator will post withdrawals to the individual grant account as they are drawn.
- The Primary Contact should submit a progress report at the six-month point in the grant period, in addition to the year-end report, along the lines of the grant reporting form provided.
- The Office Administrator in turn will provide quarterly reports of the Endowment Fund to the Endowment Committee Financial Secretary in order to keep track of grants activities.

When the grant is closed:

- A final report should be made in consultation with the grant Committee Liaison and sent on to the Endowment Committee. The grant should be completed by the end of the grant year. Any requests for no-cost extensions should be accompanied by the reasons for the extension and the amount of extra time needed.
- At the end of the grant period, any unused grant funds shall revert to the Endowment Fund, barring any special requests for extension funds, and the Office Administrator will in turn return them to UUCEF.