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Grant Award Agreement (GAA)

GRANT AWARD AGREEMENT XX-XXXX-XXX-XX

THIS GRANT AWARD AGREEMENT ("Agreement") is made and entered by and between The Missouri Foundation for Health ("Foundation") and _____ ("Grantee").

WHEREAS, Grantee has submitted a proposal to Foundation received on _____, 201_ (the "Proposal") to fund the project described therein (the "Project"), and

WHEREAS, Foundation agrees to make a grant to Grantee for $_____ to fund the Project, subject to the terms and conditions set forth herein (the "Grant").

NOW, THEREFORE, the parties agree as follows:

Grant #

Scope of Project — Scope of Project. Grantee shall perform the Project as set forth in the Proposal, a copy of which is provided as Attachment A and which is incorporated by this reference as if fully recited herein. Any variation in the Project or the use of Grant funds from that described in the Proposal requires the advance express written approval of Foundation.

Project Period — Project Period. The Project has been approved for a period of ___ months beginning _____, 201_ and ending on _____, 201_ (the "Project Period").

Should Grantee desire to extend the duration of the Project Period, Grantee shall submit a written request to Foundation no later than 60 days prior to the Project Period end date. If

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The GAA was/will be emailed to the authorized signatory and primary contact. If either of them have not received the GAA, please contact us so we can resend it.

Grant Number – reference in written correspondence (letter, e-mail), have available when calling

Scope of Project – #1 of GAA and Attachment A (proposal)

Project Period #2 of GAA – no expenses prior to the project start date

How can the money be spent?

Project Budget (#3 & Attachment B of GAA)

- Must be consistent with the approved project budget (Attachment B of GAA).
- Prior written approval by MFH is required for deviations from the approved budget.

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Spending should be in accordance with the approved Budget/Budget Narrative (Attachment B)

Spending on non-budgeted items is unallowable without prior written approval

As a reminder, no expenses prior to the project start date (#2 of GAA)

How can the money be spent?

This is the approved budget spreadsheet which is Attachment B of your grant award agreement.

Since there may have been revisions to the budget after the proposal was submitted, it is important to have the approved budget in front of you when contacting us about your grant so we are all using the correct document.

What is required and when?

Interim & Final Reports (#4 of GAA)

• Interim Reports: due every six months from start date

• Final Report: due 30 days after the project end date. Must include one copy of supporting documentation for the entire grant period

Expense Category	Documentation
Salary	Form W-2 or payroll register
Contracted Services	Paid invoice
Equipment	Paid invoice
Travel	Paid invoice (airfare and hotel)
Other Direct	See award agreement

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Reports have both a project status and financial section.

What is the difference between an interim report and final report?
The final report requires supporting documentation in addition to the project status and financial reports. Supporting documentation should be for the entire TOTAL grant period for the required categories.

MFH uses an online reporting system and all reports will be submitted through your online account. A reminder email will be sent to primary and secondary contact 3-4 weeks prior to due date with report format and a link to the online system.

Who is the correct person to be primary contact to receive the report reminder? If different from application, please email your assigned grants manager with the name, title, email and phone number for the appropriate contact.

You can access the MFH online reporting system, go to the Grantee Resources page of the MFH website and login to the online account that the application was submitted under. Once the report reminder has been sent, you would go to the Reports tab in your online account, select and complete the report for the appropriate due date.

Financial Report

The financial report is on the last page of your approved budget document (Attachment B) and is already filled in with the approved budget. You can access by double-clicking on the Excel spreadsheet and going to the second tab.

Or, an electronic copy of the financial spreadsheet can be downloaded from the Grantee Resources section of our website.

Using the MFH electronic financial spreadsheet, report expenses since the project start date in the column titled 'YTD Actual Expenses' for MFH funds only. The Actual Total Expenses column will automatically calculate.

Report expenses in the appropriate grant year.

A variance explanation should be included for each line item if actual expenses vary by +/- 10%

Disbursements

Disbursements (#5 of GAA)

- Initial disbursement: upon receipt of signed GAA
- Subsequent disbursements: upon receipt and approval of interim reports
- Final disbursement: upon receipt and approval of final report *(To receive final disbursement, the total grant amount must be expended by the end date in #2 of GAA)*

Please provide the name, title, email, and phone of the individual authorized to receive email notification when ACH disbursements are made.

As a benefit to our grantees, the Foundation provides disbursements by direct deposit (ACH) which allows for immediate availability of funds, enhanced security, and convenience. Upon receipt of the GAA, the ACH form will be emailed which should be completed by the appropriate individual and returned to MFH.

Please provide the name, title, email, and phone of the individual authorized to receive email notification when ACH disbursements are made

Refer to #5 Disbursements section of the Grant Award Agreement.

Initial disbursement – sent on or around the start date of the project

Subsequent disbursements – upon receipt and approval of interim reports

Final disbursement – on a reimbursement basis
(To receive final disbursement, the total grant amount must be expended by the end date in #2 of GAA)

How we work together

When adjustments are needed for:
• Approved Budget (Attachment B of GAA)
• Project Plan (Attachment C of GAA)
• Project Extension (#2 of GAA)

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The total award amount cannot be increased.

Budget Reallocation (Attachment B) - If necessary, budget reallocations can be requested but not prior to completion of 1 year. Ex. - Unable to hire a salaried employee and need to reallocate funds to contracted services

Project Plan (Attachment C) – anticipated changes to the project plan should be discussed with your Program/Policy Officer.

Project Extension (#2 of GAA) – a request must be made at least 60 days prior to the project end date

To discuss a possible amendment to the grant award, send a request in writing to the assigned Grants Manager and Program Officer (e-mail is acceptable)

Contact

Grants Management & Post Award Process

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mffh.org

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Occasionally, grantees experience challenges implementing project, spending budget …

Please notify the assigned Program Officer and Grants Manager of any changes to project contact information or changes within the grantee organization.

MFH Grantee Resources web page