



Grants Management

This Information applies to Grant Award Agreements. For questions about Service Agreements, contact your assigned grants manager.

Once grants are awarded, grantees are notified and a Grant Award Agreement (**GAA**) is emailed for signature. The GAA includes the project period, disbursement and reporting schedules, and other grant requirements. Please refer to your GAA for specific requirements and reporting deadlines.

The topics below provide a general overview of the grants management process.

Budget

How should grantees track MFH funds?

Grantees may track funds in any manner, but expenditures should be easily identifiable in the grantee's financial system.

GAA #6

Can project expenses be incurred prior to the start date of the award?

Costs incurred prior to the project start date are not allowable. The project period is identified in #2 of the Grant Award Agreement.

GAA#2

Can funds be expended for services or materials not identified in the approved budget?

Prior approval by MFH is required for any deviations from the approved budget. **GAA #3** and **Attachment B**

*What happens if the approved budget for each year is not spent?**

Funds not spent in the year budgeted are carried over to the remaining grant year(s) for the same line items. If necessary, a no-cost grant extension can be requested 60 days prior to the project end date. If all grant funds are not expected to be spent by the project end date, contact your Grants Manager.

Reporting

What information is required for reports?

Most reports have a project status and financial interim report. The final report requires both project status and financial reports as well as supporting documentation for the entire grant period.

GAA #4

Where can the project status question and financial report templates be found?

Project status and financial report questions are emailed to primary contact approximately 3 weeks prior to the report due date. An [electronic copy of the financial spreadsheet](#) can be downloaded from the [Grantee Resources](#) section of our website. Please note: Each funding program has unique project status report questions.

*When are reports due?**

Interim reports are usually required for every six (6) months of project activity. For example: *Interim report is due 07/15/19 for period of activity 01/01/2019 – 06/30/2019.*

The final report is due one (1) month after the project end date. For example: *Final report is due 07/31/19 for a project ending 06/30/19.*

Can reports be submitted electronically?

Yes. They must be submitted through our [online grantee system](#). Supporting documentation is also submitted electronically. If you do not see the “Reports” tab upon logging in, please contact Steven Frisbee, Grants Management Associate, at sfrisbee@mffh.org or 314.345.5587.

*On the financial report, why does an variance explanation for need to be given?**

MFH requires a brief explanation for each line item if actual expenses vary +/- 10% from the approved budget. Any change (increase or decrease) to an approved line item more than 10% requires prior written approval from the assigned grants manager and program/policy officer. A budget reallocation may be necessary if expenses are expected to vary from the approved budget. GAA #3

What if the grantee experiences programmatic or financial challenges?

Contact the assigned program officer and grants manager who will assist with resolving any challenges.

Disbursements

When are disbursements sent to grantees?

- The initial disbursement is sent on or around the start date of the project.
- Subsequent disbursements are sent after receipt and approval of the interim reports and expense threshold being met.
- The final disbursement is sent upon receipt and approval of the final report and appropriate supporting documentation. All grant funds must be expended within the project period for grantee to receive the final disbursement. The final disbursement is paid on a reimbursement basis. GAA #5

What happens if the total amount of the disbursement is not spent?

Additional disbursements are temporarily held until expenses reach the following thresholds:

- 67% of initial disbursement at first interim report.
- 85% of total disbursements for subsequent reports.
- 100% of total grant award at final report.

The report must be submitted regardless of the expenditure threshold being met.

Amendments

Grant Award Agreement Amendments may be needed when there are any changes to:**

- Approved budget; GAA Attachment B
- Project end date; or GAA #2
- Project plan or objectives GAA Attachment C

Additional information

Project Contact and/or Significant Organizational Changes

Grantee must notify the assigned Program Officer and/or Grants Manager of any changes to project contact information or other significant changes within the organization.

Publicity

All publicity associated with the grant must clearly identify Missouri Foundation for Health as a funding source.

MFH Logo Use

The MFH logo can be used in grant materials, but is not required. The logo is available electronically on our [website](#). If you have any questions or require additional versions, please contact Jeff Harris, Creative Services Associate, at jharris@mffh.org or 314.345.5512.