



Grant Award Management

This Information applies to Grant Award Agreements.

For questions about Service Agreements, contact your assigned project analyst.

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

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 #3

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

Costs incurred prior to the project start date are not allowable. Expenses must be spent within the grant period and consistent with the approved project budget.

GAA#2

Can funds be expended for items not identified in the approved budget?

Prior approval by MFH is required for changes to 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 prior to the grant end date. If all grant funds are not expected to be spent by the grant end date, contact your project analyst.

Reporting

What information is required for reports?

Most reports have a project status and financial report. The final report requires both project status and financial reports as well as supporting documentation for the entire grant period. Financial supporting documentation must be submitted with each report for the current reporting period. See your grant award agreement for required documentation.

GAA #4

Where can 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. For project status questions, please contact your project analyst.

How are reports submitted?

They must be submitted through our [online portal](#). Supporting documentation is also submitted electronically for each reporting period.

*On the financial report, why does a 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 project analyst. A formal 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 project analyst and strategist who will assist with resolving any challenges.

Payments

When are payments sent to grantees?

- The initial payment is sent on or around the start date of the project.
- Subsequent payments are sent after receipt and approval of reports and financial supporting documentation and expense threshold being met.
- The final payment is sent upon receipt and approval of the final report and financial supporting documentation. All grant funds must be expended within the project period for grantee to receive the final payment. Notes: The final disbursement is paid on a reimbursement basis. GAA #4

What are the expense thresholds to receive payments?

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

- 85% of total disbursements.
- 100% of total grant award at final report.

The report must be submitted regardless of the expenditure threshold being met. If the expense threshold is not met at the time of the report, an off-scheduled report may be submitted once the threshold is met.

Amendments

When is a formal grant agreement amendment needed?

An amendment may be needed when there are any changes to:

- Approved budget; GAA Attachment B
- Project end date; or GAA #2
- Grant activities GAA Attachment A

Additional information

Who should be contacted if there are changes to the Project Contact and/or significant organizational changes?

Grantee must notify the assigned project analyst and strategist of any changes to project contact information or other significant changes within the organization.

What are the requirements for publicity and MFH logo use?

Any use of the Foundation's name or logos must be consistent with the guidelines available on [Foundation's website](#). It is not necessary for all publicity associated with the project to clearly identify MFH as the supporting changemaker.