



Grant Award Management

This Information applies to Grant Award Agreements.

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

Once grants are awarded, partners are notified, and a Grant Award Agreement (**GAA**) is sent to the authorized signatory through DocuSign for signature. The GAA includes the grant 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 partners track MFH funds?

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

GAA #3

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

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

How are reports submitted and what information is required?

Reports are submitted through our [online portal](#). Most reports have a grant status and financial report. 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 [Partner Resources](#) section of our website. For project status questions, please contact your project analyst.

*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**

Payments

When are payments sent to partners?

- 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 partners 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;
- Grant end date; or
- Grant activities

GAA Attachment B

GAA #2

GAA Attachment A

Communications/Messaging

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 grant to clearly identify MFH as the supporting changemaker.

Contacts

What if the partner experiences programmatic or financial challenges? Who should be contacted if there are changes to the partner's primary contact and/or significant organizational changes?

Contact the assigned [project analyst and strategist](#).