M.J. Murdock
CHARITABLE TRUST

Instructions for Completing Grant Administration Forms

GRANT AGREEMENTS

Two copies of a *Grant Agreement* (GA) are issued each time a Trust award is made. One is for your files and the other—all four pages—is to be returned to the Trust once it has been carefully read, signed, and dated by the executive director or CEO and board chair. If you have questions about any aspect of the GA, contact your assigned program director or the senior program director for grants. It is essential that the executive director or CEO sign the document. If the board chair is not easily available, then it is permissible for another officer to sign it on behalf of the board. We prefer to receive a hard copy of this document; however, when time is a factor we can accept a scanned copy in advance of mailing the original, paper version to the Trust.

The Trust will estimate a payment schedule for your grant based upon the type of award (outright or contingent), the project budget, and more generally the timing of your need for funds. However, you can request an initial outright payment and also suggest a complete payment schedule in the GA as long as it is consistent with Trust practice. Payments can also be requested with a *Progress Report* or *Conditions Met Report*, all of which can be found on the Trust's website under "Documents>Reports." If you are uncertain about how to schedule payments, you may leave that section of the GA blank or contact your assigned program director. Be sure to visit the Toolbox for definitions, samples, and tips related to the grant administration process.

Included with the GA is a *Grant Contacts Information* form that should be used if you want to change the persons to whom correspondence from the Trust will be provided throughout the grant administration process. The executive director or CEO must remain as the primary contact; however, the board member and third contact person may be replaced by the appropriate staff member. Please consider adding as the third contact the person who will have responsibility of tracking the grant expenditures and preparing the reports.

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PROGRESS REPORTS

The *Progress Report* (PR) is to be used for any of the following purposes: (1) to update the Trust on the status of an open grant; (2) to request a payment; or (3) to report a variety of information about the organization, including but not limited to an organizational or project leadership change; a request to change the authorized signers or update their contact information; a pending organizational name change or possible merger; the receipt of an updated IRS determination letter; an office relocation; the receipt of a one-time transformational gift; the loss of a key employee; or other notable circumstances that may impact the implementation of an open grant.

While each PR will vary, most will include the following:

1. **Grantee Name, Reference Number and More—**Fill in the requested fields that match the grant to which you are reporting. The reference number and grant title can be found in the GA. The Trust often creates a grant title based upon similar awards and so it may not match the name you gave to this project. State the period of time covered by the report, e.g. June 2013 to December 2013.
2. **Summary—**Attach a separate document of one page or less with several bullet points or a brief narrative of your project's progress since the grant was awarded or the last report submitted. Examples might include a short description of the building construction or renovation, e.g. percent completion, timeline; the status of the purchase of equipment, e.g. date an order was made, specifics on the item ordered and the manufacturer, timeline for delivery, installation, etc.; the status of a new staff person, e.g. the name of the person hired, start date, the development of materials; and/or the implementation of a new or expanded program. In all cases, you should comment on your progress relative to the goals or outcomes outlined in the proposal (Section 7D). You are encouraged to succinctly offer successes, failures, surprises, challenges, and lessons learned to date. Brevity, accuracy, and candor are hallmarks of a good PR.
3. **Payment Request—**If a payment is warranted, complete the middle portion of the PR and provide the dollar amount of the grant award, the total project

cost (this figure should match the project budget total provided with the proposal—Section 7A--or the revised project budget submitted in the review process), grant funds previously paid, and the amount requested. Also, you must attach a separate one-page comparative budget using the budget noted previously with the following information:

a. Trust funds anticipated or already paid out to date and how they will be allocated or expended
b. Remaining expenditures to be funded, if any

A multi-column spreadsheet may be helpful to track and present this information, especially if multiple grant payments are expected. However, feel free to present this information as it best suits your project. You may attach an Excel spreadsheet if you prefer. *The budget and presentation of how grant dollars will or have been used is the key to the payment request.*

Be sure to review sample reports found in the Toolbox section of the Trust's website. ("Documents>Reports")

4. **Sign and Date—**Regardless of whether a payment is being requested, the PR must be signed and dated by an authorized signer, preferably the executive director or CEO. However, others within your organization may have been authorized to execute this and other Trust forms. Those with authority typically include those copied on all Trust correspondence and usually include two of the following: a board member, a CFO, a project manager, or a designated development staff member. These or other signers must be known to the Trust and your assigned program director.

Once the PR has been completed, it should be submitted to the Trust by email to reports@murdocktrust.org. While not required, you may want to courtesy copy your assigned program director so he/she knows the report has been submitted. The remitter should receive an automatic response acknowledging receipt of the report. If you would prefer to send the report in paper form, feel free to do so.

Your assigned program director will review the PR and take the necessary action. If a payment has been requested, the program director will verify the information provided and schedule a payment. If additional information or clarification is needed, he/she will contact the remitter. To receive a payment, the PR should be received by the Trust no later than the fifth day of the month. If it is received after that, it may not be processed until the following month.

CONDITIONS MET REPORTS

The *Conditions Met Report* (CMR) is to be used (1) to report your success in meeting a contingency placed on an open grant each time one is met and (2) to request a payment. If you are requesting a payment after meeting a contingency using a CMR, it is not necessary to also complete and submit a PR unless you are reporting other organization or staff changes as outlined in the PR instructions.

1. **Grantee Name, Reference Number and More—**Fill in the requested fields that match the grant to which you are reporting. The reference number and grant title can be found in the GA. The Trust often creates a grant title based upon similar awards and so it may not match your name for the project. State the condition that you are reporting as being met, e.g. Year 2 contingency of $30,000 by December 31, 2013.
2. **Summary—**Attach a separate document of one page or less with bullet points or a brief narrative of how the condition was met. Please provide us with an appropriate level of detail. For example, 3 donors gave gifts of over $10,000, 15 gave gifts of $2,500 or more, and 40 gave gifts of over $1,000, etc. Another option is to provide similar data by source (board members, individuals, foundations, corporations, churches, etc.). Always provide other foundation grants by name and amount. The goal will often be obtained with a combination of contributed income (outright, pledged, and in-kind) and earned income. Be sure to give us a good accounting of all revenue sources including organizational reserves and external debt. We do not need copies of the pledges or the names of the donors, but we expect them to be available should they be requested by the program director. Be sure to review the samples provided in the Toolbox section of the Trust's website.
3. **Payment Request—**If a payment is warranted as a result of meeting a condition of the grant, complete the middle portion of the CMR and provide the dollar amount of the grant award, the total project cost (this figure

should match the project budget total provided with the proposal—Section 7A--or the revised project budget submitted in the review process), grant funds previously paid, and the amount requested. Also, you must attach a separate project update and comparative budget (no more than one page each), using the same budget as noted previously, with the following information:

a. Provide a brief project update since the last payment was received. (See PR instructions for further explanation.)
b. Trust funds anticipated or already paid out to date and how they will be allocated or expended
c. Remaining expenditures to be funded, if any

A multi-column spreadsheet may be helpful to track and present this information, especially if multiple grant payments are expected. However, feel free to present this information as it best suits your project. You may attach an Excel spreadsheet if you prefer. *The budget and presentation of how grant dollars will or have been used is the key to the payment request.*

Be sure to review sample reports found in the Toolbox section of the Trust's website. (“Documents>Reports”)

4. **Sign and Date—**Regardless of whether a payment is being requested, the CMR must be signed and dated by an authorized signer, preferably the executive director or CEO. However, others within your organization may have been authorized to execute this and other Trust forms. Those with authority typically include those copied on all Trust correspondence and usually include two of the following: a board member, a CFO, a project manager, or a designated development staff member. These or other signers must be known to the Trust and your assigned program director.

Once the CMR has been completed, it should be submitted to the Trust by email to reports@murdocktrust.org. While not required, you may want to courtesy copy your assigned program director so he/she knows the report has been submitted. The remitter should receive an automatic response acknowledging receipt of the report. If you would prefer to send the report in paper form, feel free to do so.

Your assigned program director will review the *CMR* and take the necessary action. If a payment has been requested, the program director will verify the information provided and schedule a payment. If additional information or clarification is needed, he/she will contact the remitter. To receive a payment, the *CMR* should be received by the Trust no later than the fifth day of the month. If it is received after that, it may not be processed until the following month.

FINAL REPORTS

The *Final Report* (FR) is to be used to report and celebrate the results of the project and initiate the closing of the file. It is due as soon as all the grant funds have been expended and the project is complete. Your grant file remains open until an FR is received and approved.

Use up to five pages to provide a detailed narrative and assessment of the outcomes as compared to your original plans and goals—Section 7D of the application—and another one page to provide a financial accounting of the project expenses and how the Trust's grant was applied to them. The Trust is interested to learn how this project may have advanced your mission and enhanced your ability to serve your constituency.

1. **Grantee Name and Reference Number—**Fill in the requested fields that match the grant to which you are reporting. The reference number and grant title can be found in the GA. The Trust often creates a grant title based upon similar awards and so it may not match your name for the project.
2. **Narrative—**Attach a separate document of no more than five pages that describes the time frame of your project, the goals and outcomes as measured against your own objectives as outlined in your proposal, and the impact it has or will have upon your organization. Also, tell us if and how the project will be continued and supported going forward. Tell us what you learned along the way, what went well, and what did not go as expected or planned. Also explain how this process might affect future projects undertaken by your organization.
3. **Budget—**Attach a comparative budget of the project using the same budget as was presented with the proposal or a later approved revision. If appropriate

use a multi-columned spreadsheet to report the original budget line item by line item, the actual costs of the project, and how Trust funds were applied. The budget should reflect all known costs to date and the entire amount of the Trust award.

4. **Certification—**Part of closing your grant file is the certification that the funds provided have been allocated in accordance with the original GA and applied to the project in a manner consistent with the project budget.
5. **Sign and Date—**The FR must be signed and dated by an authorized signer, preferably the executive director or CEO. However, others within your organization may have been authorized to execute this and other Trust forms. Those with authority typically include those copied on all Trust correspondence and usually include two of the following: a board member, a CFO, a project manager, or a designated development staff member. These or other signers must be known to the Trust and your assigned program director.

Once the FR has been completed, it should be submitted to the Trust by email to reports@murdocktrust.org. While not required, you may want to courtesy copy your assigned program director so he/she knows the report has been submitted. The remitter should receive an automatic response acknowledging receipt of the report. If you would prefer to send the report in paper form, feel free to do so. Your assigned program director will review the FR and take the necessary action. If additional information or clarification is needed, he/she will contact the remitter. Once the file is closed, a formal letter acknowledging such will be provided.

The Trust thoroughly enjoys reading about your successes and learnings, and celebrates your achievement. Furthermore, your FR helps educate and inform the Trust's staff and provides insights for future grantmaking practices. Because most of the Trust's time is spent with organizations before and during a grant application process, it is difficult for staff to attend formal celebrations, building dedications, etc. However, the Trust wants to know of your celebration plans. When possible and travel schedules allow, the program directors will make an effort to join you for those special events.

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