HOW TO CLOSE YOUR GRANT:
For MERIT Grants

1. Gather all receipts/invoices – **Do not submit to the RK.**
- ☐ Make a copy of all receipts. These must be paid receipts, or have proof of payment attached (cancelled check or bank statement). No packing slips, order forms, PAID stamps or PO's will be accepted.
- ☐ Look at the grant and label the individual items on the receipts to match the categories in which the items were requested (category and age group). Color coding may be helpful.
- ☐ If you have more than one category represented on a receipt you will need to subtotal each category within that receipt.
- ☐ Verify date and name of company is on the invoice – highlight or circle
- ☐ For training, match payment to PD Registry transcripts or training list. Training must be paid for **and taken** prior to the end of the fiscal year (June 30th).
- ☐ No handwritten invoices, yard sale receipts, or second hand receipts will be accepted.
- ☐ Gather documentation of paying out Bonuses – payroll, W-2's, staff schedules, etc.

2. Complete a Receipt Chart
- ☐ Use the attached version. Fill in the actual amount spent on each invoice listed.

3. Complete Attachment # 1 – Budget Workbook – **Use the same form you used when requesting your grant.**
- ☐ Complete the Final Expense Report Tab
- ☐ If it shows a Budget Revision is required, complete the Budget Revision tab.
- ☐ Sign and date the Final Expense Report Tab (and Budget Revision tab if needed).

4. Send back the following items to the RK.
- ☐ A Receipt Chart – email
- ☐ Complete Excel Workbook – email
- ☐ A Final Expense Report with a signature, date, and the amounts filled in the amount spent column.
- ☐ A copy of this Checklist with the items reviewed & checked off as completed.
- ☐ A Budget Revision request, with signature, date, and all columns completed, if needed.

TIPS:

- ☐ Receipts should be dated within the fiscal year July 1, 2017 to March 30, 2018.
- ☐ You have 30 days from the date you received your grant check to spend your money, and an additional 2 weeks to close your grant.

* You need to notify your specialist if you have underspent in any category as soon as you realize it.
* It is ok to spend more than the amount requested.
* If you are changing amounts between Care Levels at all, a Revision is required (the budget workbook will not indicate that a revision is needed)
* If you are changing amounts between Categories that is greater than 10%, a Revision is required.
* Call your Specialist if you have questions. Please do not just guess on how to complete this process.