

NORTHERN RIO GRANDE NATIONAL HERITAGE AREA GRANT REPORTING Instructions –2021/2022

The NRGNHA 2021/22 Grant packet contains:

- 1) Grant Instructions
- 2) Grant Application
- 3) *Grant Report Form*
- 4) *Grant Expenditure Reporting (excel template)*
- 5) *In-Kind Statement (template)*

The first two documents must be completed and submitted by September 15th, 2021 at 5:00 p.m. at 109 E. Paseo de Onate, Espanola NM or received at P.O. Box 610, Espanola, NM 87532, postmarked on or before September 15, 2021. Please submit a signed, dated and paginated original and one (1) copy of the entire Grant Application as instructed above.

Documents 3, 4 and 5 are provided on an informational basis at this time. It is provided to enable you to compile the necessary information that will be required to submit, in order expedite, and receive and your grant reimbursement.

Two things to remember up front, NRGNHA is federally funded.

- 1) Federal funds may not be utilized as match or “in-kind”, as match is commonly referred to.
- 2) 2) The project costs must be invested, spent, before they are reimbursed. It is important that you have sufficient cash flow to cover the cost of personnel, supplies, materials, equipment, before the monies spent are reimbursed.
- 3) For every dollar reimbursed, you will be required to document an equal amount of matched resources (cash, volunteer time, travel, supplies, equipment or other.)

For questions, collaboration and general discussion, please send an email to director@riograndenha.org Subject: *Grants 2020/21* to schedule a time for discussion, or (505) 753-7273 for questions.

NOTIFICATION OF CHANGES TO PROJECTS

You will be required to adhere to the scope, the schedule, the budget and match committed to in the Project Contract; any changes in deliverables, schedule or support, must be approved in advance of execution. Emergency extensions or changes, will be made on a case by case basis; please submit requests in writing to director@riograndenha.org.

Grant Process

1. The **Project Contract** is for services provided, not solely a grant or gift of funding. Grants are made from Federal funds and must comply with Federal

funding requirements; primarily providing proof of execution and providing sufficient documentation to substantiate match.

2. **Requests for Reimbursement** may be made during the course of this project, consistent with deliverables identified in the Workplan section of the application. Payment requests may only be submitted for deliverables completed and must include supporting documentation for match claimed.

Grantees are required to provide proof of a cash or in-kind match that is at least equal or greater than the amount of the reimbursement requested.

The following costs shall be summarized in the Reimbursement Summary (2nd tab - Summary), when you enter the detailed expenditures in the (1st tab – Detail) in the spreadsheet provided. The documentation supporting the expenditures can be provided in the following manner:

- Personnel, salaries or contract staffing; Please provide a summarized payroll report (preferably from your internal software) signed and attested to by your bookkeeper and/or sub-contractor signed invoices (must include date of service, description, and total cost.) In lieu of bookkeeping software, you can use the **Expenditure Reporting Form (Excel Template)** provided.
 - Supplies, Materials & Equipment – Please submit receipts for materials listed in the Expenditure Template provided, purchased or provided as in-kind match.
 - Travel can be documented in the Expenditure Template.
 - **NRGNHA Individual In-kind Statement (provided)** will be required for each volunteer, to include the date & description of event, training, demonstration or other service, length of time, date, rate of reimbursement at either \$27.20 or a documented higher rate, if there are multiple dates of service per individual. However, if you can also log the times of service and list in the Expenditure Template provided.
 - The Projects Authorizing Official must **sign** all requests for reimbursement & reports.
3. Your final request, should include the Final Report, Summary & Detail Reimbursement Report using the same format as interim reports & reimbursements; please be prepared to provide copies of letters of support to Congressional Delegation, videos, photos, logs, other documentation maintained for the project.
 4. NRGNHA staff will make a site visit before approving final payment. Or Grantees may, in lieu of a site visit, present videos, or evidence of an event, demonstration, presentation or project.

Please allow 15 days for the processing of all payments/reimbursements.