



INFORMATION FOR RECENT GRANTEES

Congratulations on your recent grant award! Now what?

The grant award letter you received provided you with some very important information that you will need to know now and may even have to refer back to over the course of the next year. We encourage you to save the letter in your files. The letter contains the amount of the grant and explains how we disburse our grant dollars.

It is also important to remember that a grant is not “free money” in the sense that PHSACF does have expectations for how the grant funds will be used as well as some other conditions. Your grant award letter clearly outlines the conditions of the grant. There are usually four standard conditions that must be met to receive and/or keep your grant funds.

1. *To publicize your grant.* Prepare and submit a press release to local news media regarding your project and the grant; continue to credit PHSACF in printed materials and news stories as a supporter of the project. In order to assist both the experienced and the first-time grant recipient, we have produced some suggestions in *Tips for Publicizing Your Grant*
2. *To use the grant for the purpose stated in your grant application.* Our expectations of your project start with the grant proposal that you submitted. What we read about in your grant proposal is what we are expecting to happen unless we hear otherwise from you. We do understand that things can change and some flexibility is important. **However, we ask that you please talk to us prior to making any major changes to a project we have funded.** In many cases it takes just a simple phone call.
3. *To maintain your status as a tax exempt organization.* We serve the community through nonprofit organizations. If your tax exempt status changes or is revoked during the course of our grant, we need to know about it.
4. *To submit a brief report on or before the end of the grant period that will account for the expenditure of funds and describe outcomes.* Usually the grant period is for one year and the date in this condition will be one year from the date of the award letter. The grant period may be extended depending on the project. Please contact us regarding extensions. Our primary reason for this condition is because we like to learn about the results of your project. Did the project go as planned? What lessons did you learn? Your feedback is essential to our work. Our Final Report forms will provide guidance.