

# HVEF GRANT DISBURSEMENT GUIDELINES

## **\*GRANT DISBURSEMENTS CAN ONLY BE MADE TO THE GRANT RECIPIENT\***

### **Receiving funds prior to purchase of project supplies:**

If you wish to request funds prior to purchasing items for your project please provide HVEF with a list of the items you wish to purchase and their cost(s). Receipts for these items must be submitted to HVEF within 30 days after receiving funds. If the actual cost of items purchased is less than the amount of the grant, you will be required to return the difference.

Or

### **Receiving funds after purchase of project supplies:**

HVEF will reimburse you for the cost of project supplies when you supply a list of purchased items and associated receipts for those items.

### **REQUESTING FUNDS:**

Send the attached "Request for Grant Funds" form to:

Huron Valley Educational Foundation  
P.O. Box 568  
Milford, MI 48381

-or-

Contact the HVEF Office to receive electronic copies of these forms you can submit by email.

info@hvef.com (248) 676-8308

### **FINAL REPORTS:**

As a reminder, a final report about your project is due preferably soon after completion of your project but no later than September 10, 2010. **Your report should summarize your project results and may include items such as journals, photographs, art projects, letters from students, and video/audio tapes.** Materials you submit are important and will be used to help tell the community about your project.

### **HELP US HELP YOU:**

When you put *"Made Possible by a Grant from the Huron Valley Educational Foundation"* on all printed material related to your project it really helps to promote funding for future grants.

### **REQUEST DEADLINE:**

Grant funds requests must be submitted no later than September 30, 2010. **After that date the grant is deemed revoked** in order to free up funds for new programs.

### **SPECIAL CIRCUMSTANCES:**

A grant recipient may make a request in writing to the Board of Trustees for an extension of time to complete the disbursement request/final report or a reinstatement of the grant. The request must explain the special circumstances as to why the process could not be completed in a timely manner.



# Request for Grant Funds 2009/2010

Date  
submitted:

\_\_\_\_\_

Grant recipient name \_\_\_\_\_

Grant title \_\_\_\_\_

Address funds should be sent to: \_\_\_\_\_

\_\_\_\_\_

**Please check one:**

- I am requesting funds prior to purchasing my project supplies. A list of the items I am purchasing is below (or attached) along with the known or approximate cost.
- I am requesting funds subsequent to purchasing my project supplies. I have listed the purchased items below and attached original receipts.

**List of project supplies (to be) purchased with HVEF grant funds:**

**Item**

**Cost**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**For Foundation use only:**

Date request received \_\_\_\_\_

Date disbursement made \_\_\_\_\_

Date disbursal approved \_\_\_\_\_

Check number \_\_\_\_\_

Approved by \_\_\_\_\_

Disbursed by \_\_\_\_\_



# Grant Project Final Report

## 2009/2010

Date  
submitted:

Grant recipient name \_\_\_\_\_

Grant title \_\_\_\_\_

Date(s) of project: \_\_\_\_\_

Characteristics of grant beneficiaries (i.e., grade level(s), special needs, etc.): \_\_\_\_\_

\_\_\_\_\_

Describe process of project (what did you do?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe results (what do you think the participants got out of the project?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In retrospect, was the project worthwhile (would you do it again?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Foundation use only:**

Date report received \_\_\_\_\_