



Hartford Foundation Grant Payment and Reporting Procedures

Please share this document, along with all reporting forms enclosed with your grant award letter, with the person(s) at your agency responsible for progress and financial reporting for the funded project.

General Procedures

- A. Email all grant-related documents (signed award letter, payment request letter, reports, etc.) to the Foundation's inbox: **GrantsAdministration@hfpg.org**.
*If you are unable to email grant documents, mail hard copies Attn: Grants Administration (please **do not** do both).*
- B. Signing and returning a copy of the grant award letter indicates your agreement to adhere to the procedures in this document, as well as any conditions stipulated in your award letter.
- C. Continued funding beyond the first year for a multiple-year grant is contingent upon reasonable progress toward the objectives of the grant, as outlined in your proposal and approved by the Foundation.
- D. Most grants have a grant period which is defined in the grant award letter. You may request a grant extension, if the need arises.
- E. If requested in the grant award letter, please submit a revised project budget for the funded project.
- F. Changes in the use of Foundation funds for budget line items, the addition of new line item(s), the elimination of line item(s), or changes in personnel must be approved in advance by the Foundation. Please inform the Foundation in writing about any budget revisions for other funds used to support the project.
- G. Foundation funds cannot be used to pay for debts incurred prior to the grant award date, unless specifically approved in writing.
- H. Retain written records of all grant receipts and expenditures, as well as copies of all reports submitted to the Foundation and supporting documentation. If you cannot report on expenditures covering the amount awarded, the Foundation reserves the right to request a refund for the amount unaccounted for. The Foundation reserves the right to conduct an audit of the grant expenditures, upon reasonable notice, at any time up to three years after the final payment.
- I. Refer to the grant number, which is provided in the grant award letter, on all correspondence.
- J. If an unanticipated, critical cash-flow need arises, explain the emergency circumstances in writing and forward to Grants Administration inbox. We will make every effort to assist you in a financial crisis.

Grant Payment and Reporting Procedures

- A. All reports should be signed by your agency's appropriate authorizing party, usually the agency director.
- B. Refer to the approved project budget when reporting on use of Foundation grant dollars expended.

- C. Payment requests received in any given month are paid on or about the 15th of the next month. For example, a payment request received on any date from April 1 to April 30 would be paid on or about May 15.
- D. A program/project grant for less than one year is usually paid in one payment (grant up to \$25,000) or two payments (grant greater than \$25,000 but less than \$100,000). We require purchase documentation for consulting services and capital expenses.
- E. A program/project grant for one-year or longer is usually paid in semi-annual payments over the grant period. For example, a \$300,000, three-year grant budgeted at \$100,000 per year would be paid in six payments of \$50,000, with each payment disbursed every six months.
- F. For a grant for one-year or longer, file a semi-annual report, even if no expenses have been incurred.
- G. Most grants require a final report. Reporting instructions are included in the payment letter.

Program/Project Grant (one year or longer) Payment and Reporting

- A. Payment for the first half of year-one funding will be made (once any grant conditions have been met) upon receipt of a payment request letter advising that the project is either operating or startup is imminent. Staff positions supported by the grant must be filled when you request payment. Note: You are not required to submit reports when requesting the first payment.
- B. When filing semi-annual reports, submit both the *Hartford Foundation (Interim or Final, as appropriate) Narrative Report* and the *Hartford Foundation Grant Expenditure Report*. The original forms are sent with the grant award letter.
- C. Subsequent payments will be made every six months, based upon receipt and approval of narrative and expenditure reports. Instructions for reporting are included in each grant payment letter.

Capital Grant Payment and Reporting

- A. A capital grant of up to \$25,000 is usually paid in one payment, a grant of \$26,000 to \$100,000 is usually paid in one or two payments, and a grant of \$101,000 to \$500,000 is usually paid in two or three payments.
- B. Payment will be made upon receipt of copies of invoices documenting capital expenses/outlays (include a summary of expenses for multiple invoices). You may submit copies of purchase orders, if grant funds are needed prior to the delivery of capital items and invoices are unavailable. Instructions for reporting are included in each grant payment letter.
- C. Capital grants (greater than \$25,000) require a completed *Hartford Foundation Capital Project Report* along with your capital purchases documentation.
- D. Capital construction/renovation grants (greater than \$75,000) require a site visit before the release of the final grant payment.

Email GrantsAdministration@hfpg.org to receive an electronic copy of any form.
Be sure to reference your grant number.