Membership Grant Recipient Rules 2016

The process for receiving the grant money has been outlined below. Please note that grant money will not be advanced to fund the project, it will be remitted as a reimbursement in the award amount that will go to your unit upon completion of your proposed project.

Each unit is required to submit a final report, budget and documentation **30 days** after the project has been completed in order to receive the grant award. Copies of all receipts must be included with the final report. *Grants cannot be processed without receipts.*

**Final Report** – No more than 2 pages, but should include any changes made to your original plan and the reasoning, a section on what worked and what didn’t, and a final conclusion paragraph as to your results and what you would do next time to make the program even better.

**Budget** – A complete budget that includes the costs of all items needed to run the program (actual only not projected), and **copies of all receipts** for items that you have included for reimbursements under the grant proposal. Grants will not be awarded without receipts.

**Documentation** – This includes:

1. Sign-in sheets to track how many people (potential scouts and the public) visited your event/activity/program.
2. Accounting of how many youth were contacted afterwards and actual numbers of how many youth joined as a result of this program.
3. Photographs that document and special displays, set-up, and the overall event when it is held.
4. The Unit number and District must be clearly marked on all documents.

These items must be submitted in electronic format to Grants@GardenStateScouting.org no more than 30 days after the conclusion of your event. All reports **must be submitted by November 1, 2016**. Failure to submit will result in the loss of your grant award.

Grant money will be awarded with one council check made out to the unit. No checks will be made out to individuals. Checks will not be mailed, they must be picked up and signed for at one of the council offices. It will take 4-6 weeks to process checks after submission of the final report.