## **Directed Grant Breakdown**

**WHAT:** You are receiving a Directed Grant from the NC General Assembly. This means that you probably had a conversation with one of your representatives and expressed your interest in receiving money to support your organization. They then requisitioned money for you in the State budget. We, the Southwestern Commission, are managing these grants. To put it simply, the State gives us the money, and we get it to you and make sure all of the rules are followed.

**HOW:** These grants act on a reimbursement basis. You will receive a check from us to reimburse your costs.

**WHEN:** We are not able, at this time, to say exactly when you can expect these funds. This will depend entirely on how long it takes for your projects to be approved by the Office of State Budget Management (OSBM).

**OK, SO WHAT DO I NEED TO DO?**

There are a couple of “steps to success” we’ll need to follow to make sure this all goes smoothly.

In addition to attending this event:

1. You need to submit a finalized scope of work as soon as possible along with your tax status documentation. Please send these documents to [coley@regiona.org](mailto:coley@regiona.org) as soon as possible. The sooner you submit your documentation, the sooner we can submit everything to the State for approval.
2. Once we get approval from the State on the project you outline in your scope, we will enter into a contract with you. This contract will be emailed to your primary contact and needs to be signed before we can move forward. Please read the contract carefully, as there are some things you’re agreeing to that you’ll need to remember later.
3. We will have you report on your project quarterly. You will tell us what you’ve accomplished and update us on whether or not you’ve completed your scope of work. Keep on the lookout for emails from Coley reminding you about submitting your quarterly reports.
4. When you have completed your project, you will submit documentation to us for reimbursement. You will need to submit:
   * An invoice from you to us.
   * Proof of payment.
   * All invoices/receipts relevant to the project.
   * Proof that you followed procurement procedures.
   * The reimbursement form.