

## Directed Grant Checklist

### For Immediate Completion:

IRS Documents		
<input type="checkbox"/>	Provide Internal Revenue Service W-9 form (includes address and Tax ID) <b>OR</b> IRS Letter of Determination	Contact: coley@regiona.org
Scope of Work Form		
<input type="checkbox"/>	Write and submit Scope of Work form. Provide a project budget.	Contact: coley@regiona.org
Grant Contract		
<input type="checkbox"/>	After Scope of Work is approved by OSBM, look for an email with your grant contract. Sign and return that contract to Coley Bartholomew.	
Procurement Documents		
<input type="checkbox"/>	Review procurement requirements.	Note: Requirements vary by project cost and type
Reporting Deadlines		
<input type="checkbox"/>	Add reporting deadlines to calendar.	
Reporting Documents		
<input type="checkbox"/>	Review and file reporting documents.	See Reporting Deadlines on Page 2

### For Financial Reimbursement:

Organization Invoice		
<input type="checkbox"/>	Provide invoice from your organization to the Southwestern Commission for amount requisitioned.	
Proof of Payment and Procurement		
<input type="checkbox"/>	Provide proof of payment, proof of state procurement*, all project invoices, and reimbursement form.	*Only if you are receiving more than \$30,000



## 2023 Reporting Deadlines

Please review and file reporting documents by the following dates.

First Reporting Deadline– July 1, 2024

Second Reporting Deadline– October 1, 2024

Third Reporting Deadline– January 1, 2025

Fourth Reporting Deadline– April 1, 2025

