

How to Close a Four Rivers Mini-Grant



THE HERITAGE AREA OF
ANNAPOLIS,
LONDON TOWN,
AND SOUTH COUNTY

Step 1: Review Grant Agreement

Once all grant activities have concluded, review the terms of the grant agreement to ensure that all activities and requirements have been met.

If scope of work, timetable, or budget have changed, please contact the heritage area office (410-222-1805) before completing this final report.

Project should be completed within one year of grant approval. Extensions may be granted via written approval – this can be obtained by e-mail.

Step 2: Prepare Final Report

In order to close grant, you will need to provide:

- (1) A final project report
- (2) Any invoices, receipts, contracts and other agreements associated with the project to document that you spent the funds related to the project
- (3) Printed materials related to the project that will show your use of our logo; and
- (4) An invoice for the mini-grant amount, so we can send you the grant check.

Download and complete the Final Report Form found on our website, or use this link: <https://fourriversheritage.org/partners/grant-program/> - click on the "MINI-GRANTS" TAB.

MHAA GRANTS

MINI GRANTS

Four Rivers Mini-Grant Program

The FY18 Mini-Grant opportunity is now closed. The next Mini-Grant round is anticipated to be announced in August, 2019.

PLEASE TAKE A MINUTE TO CHECK OUR ELIGIBILITY QUESTIONNAIRE: [Four Rivers Eligibility Questionnaire for Mini-Grants FALL FY19](#)

The Application & Guidelines have been revised from previous years. When planning for next year, please note that the maximum grant amount has been raised to \$5,000 (required to be fully matched).

Contact the office if you need assistance. Please read materials carefully and *do NOT* use an application from a previous year.

Questions? Call 410-222-1805. Thanks!

Looking for the LOGOS for your mini-grant project?

Use this link for the Four Rivers Logo

Use this link for the MHAA Logo

Looking to CLOSE a previous mini-grant? Read this file FIRST: [How to Close a Four Rivers Mini](#)

Download the Mini-Grant Final Report Form here: [Final Report Form for Mini Grants](#)

Step 2: Continued

Fill out the questions on the Final Report Form about the accomplishments of your project. Pay close attention to the **measurable results**. We need this for our own funders!

Step 3: Fill out Final Budget and Expenditures

Input your approved budget items, making sure each type of expenditure has a separate Line Item Name.

Add new columns for Actual Expenditures as shown.

Include the column for In-Kind Expenditures.

This budget is limited to the project activities supported by an approved heritage area mini grant; any changes to that budget must be approved by Four Rivers. You may substitute your own budget form if you wish; if you do, please include budgeted and actual costs.

Approved Mini-Grant Expenditures	Four Rivers Budgeted Amount	Four Rivers Actual Amount Spent	Cash Match Budgeted Amount	Cash Match Actual Amount Spent	In Kind Expenditures	Totals
TOTALS						

Step 3: List Budget and Expenditures continued

Collect invoices and receipts to reflect all expenses – both for Four Rivers funds and for your cash match

Make photocopies

Label each photocopy with the Line Item Name that it corresponds to!

Make sure the receipts (or proof of payment, like a check or bank statement) all add up to the amount in the “Actual expenditures” column of the Budget

Step 3, Continued

TIP #1: Remember that all expenditures (and all receipts!) MUST date AFTER the date of notification of grant. No previous expenditures can be included.

TIP #2: In-Kind support is often in the form of volunteer hours. The volunteer rate in Maryland is currently \$27.50 and goes up every year. Use the search terms “Maryland volunteer rate” to search for the rate during your grant activity. Attach a table or Excel sheet that documents the volunteer hours that supported the project (i.e., name, date, number of hours).

TIP #3: Remember that the project’s total cost must be at least double the amount of the grant award (1:1 match).

Final Steps – Assemble and mail the packet

If your project included printed materials, like a brochure or invitation, clip 3 copies of each to the completed Final Report and attached budget documentation.

Create an Invoice for remittal of the Mini-Grant funds, indicating:

- Amount
- Name of organization the check should be made out to (must be grantee listed on grant agreement)
- The address to which the check should be sent.

Send all these materials in an envelope to:

FOUR RIVERS HERITAGE AREA, 44 CALVERT STREET,
ANNAPOLIS, MARYLAND 21401-1930

Thank you!