

Finalization process: Preschool Planning and Implementation Minigrants

- 1) Confirm with grant coordinator that the project goals, objectives and activities outlined in the grant application continue to be appropriate to your current plans. If your plans for any of those aspects have changed significantly since application, **please send an amended copy of the pages on which there are changes.**
- 2) If the amount of money granted was different than the amount of money applied for; **make necessary changes on both the project design page and budget summary page.** The totals at the bottom of these pages must reflect the amount of money **granted.** It is not necessary to re-send the pages that have not changed. It is not necessary to re-type the page. All that is needed is the **correct information on a piece of paper** with the initials of the person making the changes.
- 3) **If all of the information on your application remains current** with your plans, then it is **only necessary to leave** the grant coordinator a phone **message or email** with that information.
- 4) **If the grant application has changed** in activities or money, please **mail a hard copy** of the **changed pages** of the amended grant.
- 5) **When the finalization process is complete, you will receive a grant confirmation letter** and directions on the claim reimbursement process. Claims can not be reimbursed until the finalization process is completed with your grant coordinator.
- 6) **This process should be completed in the fall, by October 31.**