



## GRANT ASSISTANCE PARTNERSHIP Grant Terms and Conditions

1. The grant funds are to be used only for the purposes for which the grant was made as outlined in your grant proposal. Grant funds must be used in accordance with the approved budget.
2. All expenses must be documented with a receipt or invoice with description of services or items purchased with grant funds.
3. The following are to be submitted **within 30 days** after completion of each project or activity:  
**a - Project Evaluation Report, and b - Expense Report.**
4. All financial and other records regarding this grant shall be maintained so that they adequately show funds used exclusively for the grant's purpose.
5. All events are to be documented with pictures from event or activity and sign-in sheets to show resident involvement. If requested by the City in advance of the event, the following documentation may be necessary to meet federal funding guidelines: participant name, address, income level, description of service provided and total number of participants. The information shall be made available to the City for review upon request.
6. Copies of newsletters or brochures funded by this grant are to be provided, along with number distributed and method of distribution.
7. For all purchases \$1,500 or less, your organization agrees to provide three verbal quotes, in order to show that the least expensive service or product was purchased. Provide details of vendor quotes and items purchased including pictures, if applicable.
8. For all purchases \$1,501-\$2,500, your organization agrees to provide three written quotes, in order to show that the least expensive service or product was purchased.
9. For all purchases above \$2,500 (in which funds under this grant will be used as a portion of the purchase), your organization agrees to submit formal bids, in order to show that the least expensive service or product was purchased.
10. Your neighborhood association agrees to have at least one member in attendance at training provided through the Greenville Dreams Leadership Development Program.
11. An **Expense Report and Check Request** form must be submitted to the City in order to receive funds under this Agreement. The following documents are to be attached: purchase order, or receipt, including date, item purchased, amount spent and a **Quote Information** form.
12. **Revisions** to the approved GAP grant and budget may be made **once a year**. A **Request for Grant Revision** form is to be submitted. Once submitted, the proposed changes will be reviewed and the neighborhood association will be contacted with a decision with 15 business days. All requested revisions must receive written approval prior to implementing the revision.
13. Projects may be funded twice. Reference objectives met, people served, and provide details about funds leveraged as a part of the project reports and evaluations.
14. Events, programs and publicity under this program should note ***"Funding support from the Grant Assistance Partnership (GAP)"***.

**Please inform the City's Community Development division when events, programs and activities using GAP grant funds are to be held.**