



Managing Your HK Grant

Organization is key when managing the bookkeeping and reporting requirements for an HK grant. Below are tips to keep you on track.

HK receives federal funding, so grantees must follow the U.S. Office of Management and Budget rules for record keeping.

Accept Your Grant Award

- **Sign the Grant Agreement.** Log onto the HK grant portal and fully sign the Grant Agreement (Project Director, Fiscal Officer, and Authorizing Official).
- **Set up BILL.com account.** HK grant funds arrive as direct deposit through our vendor, BILL.com. You will receive an email invitation to set up the account.
- **Complete Online Video and Quiz.** You will receive an email with links to the online video and quiz. The 12-minute video provides key details about managing your HK grant.

Once the quiz is completed, the agreement is signed, and the BILL.com account is set up, HK will release the full grant award to your account.

Event Reporting

You are required to inform HK of upcoming events related to your funded project. Events will be posted on the HK website and possibly social media. Email event details to Leslie VonHolten, Director of Grants & Outreach, LVH@humanitieskansas.org.

Keeping Financial Records

HK requires that you keep a receipt for all project expenditures, whether from grant moneys or from your organization's cost share. Some helpful tips:

- A receipt may be an invoice, sales slip, cash register tape, etc. (Canceled checks cannot serve as receipts.)
- Use a spreadsheet to track expenses that do not have receipts, such as staff payroll, mileage, honoraria, room rental cost share, or donated advertising.
- Staff and volunteer hours should be tracked and documented. Simple contracts with all special project staff, speakers, or consultants are recommended.
- You do not need a separate checking account. However, you do need a system for tracking grant expenditures separately from your organization's other financial activities.

Final Reports Required at the End of the Grant

A final report is required. Deadline for the report is 90 days after the end of the grant period. However, HK recommends submitting the final report and closing the grant as early as possible.

To close the grant, log on to the HK grants portal, find "Final Report" on the Dashboard, and click "Start." You may log on early to see what is required, and to save your work as you go.

1. Project Director's Final Report narrative
2. Budget: Final Grant Expenditures and Cost Share

3. Participation List(s)
4. Publicity & Promotions
5. Event Photos

For the Master Budget Report, you must complete the *Expenditures/Contributions to Date* column. Use exact figures. Don't round off.

The Project Director's Final Report is a written narrative describing the outcome of the project. A few suggestions for writing a thoughtful report:

- Make notes as the project progresses, rather than waiting until it's over
- Record attendance at programs and events
- Photographing events will help jog your memory when writing the report

Final Report Deadline

Final reports must be submitted to HK within 90 days after the end of your grant period. The grant period is specified in your Grant Agreement. If your reports are not received by the due date and you have not requested an extension, your organization becomes ineligible for grants from HK until the reports are received.

Budget Changes

Budget amounts approved by HK are found in the grants portal, "Grant Award & Notification." We realize that things can change during the course of your project. You are free to move funds from one approved budget line to another, as long as it does not significantly alter the scope and purpose of the project.

You should seek written approval (typically email) from HK in advance for the following budget changes:

- The addition of new expenditure categories, new personnel, or scholars
- The transfer of one line item from cost share to HK grant funds
- Change in the nature of the project (for example, you decide to hold a symposium on the Dust Bowl instead of producing an exhibit on the topic)

Schedule Changes and Requesting Extensions

You are required to notify HK of event dates, times, and locations. If your project cannot be completed within the original grant period, please let us know. In most cases, we can approve extensions.

Storing Records at the End of the Grant

Government regulations say that you must maintain all grant records (ledgers, receipts, vouchers, and canceled checks) for 3 years after the close of the grant. If you prefer to send these records to HK with your final report, we will maintain them. If you keep the records, you should be prepared to make them available in the event of an audit.

IRS Reporting Requirements

If you pay any speaker or consultant not employed by your organization \$600 or more in a given year, you are required to file a Form 1099 with the IRS. Consult your accountant or local IRS office for details. This reporting is not HK's responsibility.

Questions? We are here to help. Contact Leslie VonHolten, Director of Grants & Outreach, LVH@humanitieskansas.org.