



REQUIREMENTS FOR RELEASE OF YOUR COMMUNICATIONS GRANT

Requirements: Before your Communications Grant is released, your organization must complete the requirements in the checklist below*

Start Date: Once you submit your proposals, we will inform your group as early as March 15th. Organizations with a designated 501© (3) status or fiscal sponsor will receive a check to allocate towards your project. Other groups must authorize all financial requests with a signed Payment/Reimbursement Request Form, which describes the expense.

End Date: All funds must be spent by December 30th, 2021. Your grant reports are also due by December 30th, 2021.

Requirements Checklist	
<p>1) Submit the short application (can be found on our website) including your Communications Funds budget form outlining how you plan on using the funds.</p> <ul style="list-style-type: none"> ○ Form can be found on the website. ➤ Submit any major changes to SE Uplift for approval. 	
<p>2) After being notified of your grant status, we will have a short meet and greet to sign your grant agreements by appointed contact(s) verifying the expectations and requirements for grant funds.</p> <ul style="list-style-type: none"> ○ Agreements must be signed in person unless otherwise designated with the communications grant manager, Paola De La Cruz 	
<p>3) Submit your grant reports to SE Uplift. If funds have not been spent in the time designated in your proposal, you will have to return the funds.</p> <ul style="list-style-type: none"> ○ Feel free to include photos of your project! 	