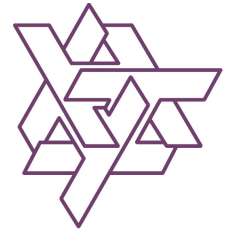


CHECKLIST FOR NON-PROFIT GRANTEES



Award Management and Requesting Payment

Please review the information below. There are several forms in this grants packet that you need to attend to and steps that you need to take in order to formally accept the award, meet RICH requirements, and request the first disbursement of funds.

- Award Letter:** Note any specific conditions of your award and address in writing to RICH if indicated.
- Regrant Agreement:** Project Director and Authorizing Official sign and return one copy to RICH. Both signatures are required to signify official acceptance of the grant. [The second copy of the Regrant Agreement is for your files.]
- Report Requirements:** Mark your calendar with due dates found on Regrant Agreement.
- Audit Questionnaire:** Fiscal Officer or Authorizing Official complete and return.
TIP: if your organization does not expend more than \$500K in Federal funds, check the last option on the form.
- Acknowledgement:** Acknowledge RICH and NEH at project events, in publicity, and on print materials using the RICH logo (see enclosed Publicity Requirements sheet). Digital logos can be downloaded from the RICH website in the “Manage Your Grant” section or by contacting RICH staff.
- Please note that the federal funds awarded herein are a part of a program of the National Endowment of the Humanities identified as #45.129 in the Catalogue of Federal Domestic Assistance (CFDA).**

Once in receipt of the signed **Regrant Agreement** and **Audit Questionnaire**, RICH will begin to process a disbursement of 90% of the grant funds unless requested otherwise by the grantee. This process may take up to two weeks.

Complete Event Information should be emailed to RICH Outreach Manager, Shea’la Finch at sheala@rihumanities.org as soon as possible, and at least 3 – 4 weeks prior to the event.