



## Reporting & Record-Keeping Requirements Associated with the Administration of Grant Funds

Below are requirements that **must** be followed to ensure a proper closeout of the grant. If you have any questions about these regulations, please feel free to contact our office. We will be happy to explain them to you.

- ★ **All projects must be completed within eighteen (18) months after the date of the grant award.** If for some reason you encounter obstacles which prevent you from meeting this requirement, submit a letter explaining the situation and request an extension, including a reasonable date in which you will be able to complete the project. **Not all extensions will be granted.**
- ★ **Project funds must be expended on items requested and itemized in the original grant application.** If for some reason modifications to the original cost itemization are required, submit a letter to me explaining the situation and request permission to make the modifications before they are done.
- ★ **All project expenditures must be documented.** Copies of invoices and copies of the canceled checks **must** document purchases of material, equipment, or labor
- ★ **Include pictures of your project** (i.e. equipment, construction, renovations, additions, purchases).
- ★ **Please give a physical address** where the project is or where items/equipment purchased for the project are located. This address will be used for future site visits.
- ★ All project expenditures, with original invoices attached, must remain on file in the office of the county judge or mayor for **three (3) years or until audited, whichever is later.**
- ★ **A final report** (form enclosed) **of all funds expended with copies of the project expenditure documentation must be submitted to the Department of Rural Services no more than sixty (60) days following the project's completion or within the eighteen-month period, whichever comes first.**
- ★ **The "General Improvement Fund Grant Program Expenditures Report Form" must be approved and signed by the local governing official.**

# General Improvement Fund Expenditure Report Form

Community: \_\_\_\_\_ County: \_\_\_\_\_ Program: \_\_\_\_\_ Date of Award: \_\_\_\_\_  
Physical Address of Project: \_\_\_\_\_

1) **PLEASE GIVE AN ITEMIZED REPORT OF EXPENDITURES FROM GRANT MONEY**

NOTE: Use additional sheets if necessary.

<u>Date</u>	<u>Item</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2) **PLEASE ATTACH COPIES OF ALL CANCELED CHECKS AND INVOICES (BOTH PAID AND IN KIND) FROM GRANT AND LOCAL MATCH TO THIS FORM.**

3) **TOTAL AMOUNT OF ALL PROJECT FUNDS EXPENDED:** \$ \_\_\_\_\_  
(Amount of State Grant)

4) **AMOUNT (if any) OF PROJECT FUNDS REMAINING:** \$ \_\_\_\_\_  
NOTE: A check payable to the Arkansas Economic Development Commission, Division of Rural Services for any remaining project funds in excess of \$5.00 must be attached to this report.

5) **PREPARED BY (signature of preparer):** \_\_\_\_\_

6) **PRINTED NAME AND PHONE NUMBER OF PREPARER:** \_\_\_\_\_

7) **APPROVED BY (signature of county judge/mayor):** \_\_\_\_\_

8) **PRINTED NAME AND PHONE NUMBER OF JUDGE/MAYOR:** \_\_\_\_\_

9) **DATE OF SUBMISSION:** \_\_\_\_\_

**\*\*NOTE: All questions must be answered in order for the grant to be completed and closed.**

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**(PLEASE REMEMBER TO INCLUDE PICTURES OF YOUR PROJECT)**