

ECIA

GRANT MANAGEMENT CHECKLIST

E-MAIL ALL COMMUNICATIONS, QUESTIONS, ETC TO: ECIAGRANTS@CI.RICHMOND.CA.US

ADVANCE PAYMENTS

- 50% - Initial advance upon request
- 35% - Additional advance given approval
- 15% - Reserved until program completion

(See Article II of the Grant Agreement)



INVOICING

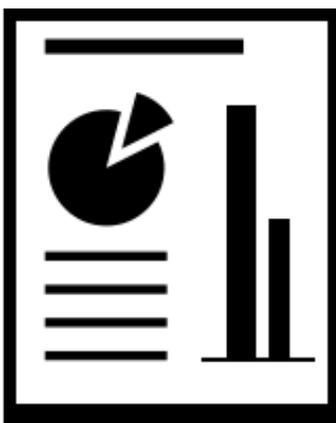
- Must use grant invoice template
- Line items must match approved budget
- Itemization of direct costs
- All invoices must have a progress report

(See Article IV of the Grant Agreement)

SUPPORTING DOCUMENTS

- Daily work logs for stipends
- Payroll records for staff time
- Number of hours worked & rates
- Receipts/Paid Invoices (No Estimates)
- Submit all documents hard-copy

(See Article IV of the Grant Agreement)



REPORTING

- Submit a mid-year Progress Report
 - (July 1st - December 31st)
- Submit a Final Report
 - (January 1st - June 30th)

• Use Grant Report Templates

(See Article IV of the Grant Agreement)