ANNUAL REPORT

GIFTS – PROJECT DESCRIPTION FIELD

1. Entered by Dionne when proposal logged
2. Used for sector reports, monthly reports, letters, etc.
3. GPR forms for agenda
	1. Staff will edit on the form, but not Gifts
	2. YE reviews sector agenda books and changes Gifts to agree with GPRs
4. Grants awarded
5. Draft letter of award and grant agreement prepared for staff review
6. Staff indicates changes on draft letters
7. YE updates descriptions in Gifts and on grant agreements to agree with staff changes
8. Final grant agreements and award letters prepared, signed and mailed
9. Gifts report for minutes prepared and grants entered into minutes document
10. Monthly reports, schedule of appropriations and payments, and paid grants listing for audit and tax return are prepared
* Original entry when proposal logged
* Merged with any reports, letters, forms needed
* Sector agenda GPR forms
* Board agenda GPR forms
* Letter of Award
* Grant Agreement
* Check enclosure letter
* Monthly reports, including Schedule of Appropriations & Payments
* List of Actions for inclusion in minutes
* Annual Report
* Web-site grants list (source?)
* Annual Audit
* Tax Return list of paid grants
* Tax Return list of payments due