



PRIDE GRANT AWARD DISBURSEMENT PROCEDURES

1. The Project Period for this award is one year from date of award approval unless otherwise approved by the PRIDE Executive Committee.
2. Costs incurred prior to the grant award date (pre-award) and after the grant period has expired will be disallowed. All costs incurred after the award date will be reviewed for reasonable and allowable expense prior to reimbursement.
3. Award payments will be made through the PRIDE office on a reimbursement basis only.
4. The Recipient of the award must maintain procedures for fund control, and is subject to showing PRIDE that processes are in place for the receipt of funds. All public schools (K-12) must submit a copy of the MUNIS Project Budget Report prior to requesting reimbursement of funds.
5. Each reimbursement request shall be submitted with the "Reimbursement Request Form". No reimbursement will be made without a completed PRIDE Reimbursement Request form.
6. Copies of actual invoices, for reimbursement and matching funds, along with documented community and citizen involvement and in-kind services, must be submitted with the "Request for Reimbursement" Form. All documentation must be properly approved.
7. All reimbursements will be made by an ACH transfer to the grantee's account. Each Recipient shall complete the ACH Transfer Information form.
8. Any procurement over \$5,000 shall be obtained by sealed bid or the Recipient must comply with their procurement policy if that policy is more stringent. A representative from the PRIDE Office must be present when SuperGrant bids are opened. A copy of all bids must be submitted to the PRIDE Office. If the lowest bid is not chosen, an explanation and copies of the lower bids must be submitted. In addition, evidence of solicitation must be submitted.

I have reviewed, understand and agree to the above disbursement procedures.

Authorized Grant
Recipient

Date

Title

Grant Number