



## **Ready to close?**

Once you have spent your allocated funds and the Raibrook grant funds, you are ready to go!

<https://www.raibrookfoundation.com/assets/content/resource-documents/GrantClosingChecklistFinal2023.xlsx>

## **Instructions for Completing Grant Closing Checklist**

1. **Grant File #:** Found on your original *Grant Agreement Letter* and on the *Follow Up*
2. **Organization Name:** Name of entity on original application
3. **Project Name:** Project title you selected on your application
4. **Listing Items Purchased:**
  - **Line Item#-** refer to your *Project Budget* submitted with application (exhibit #)
  - **Item Description:** Briefly list items
  - **Vendor Name:** Who did you purchase from or who provided the service?
  - **Date Paid:** Date of check or credit card purchase
  - **Payment Proof/Check or Credit Card-** Enter check# or indicate if credit card (CC)
  - **Receipt Amount:** Total spent for item(s) listed
  - **Attached Invoice/Receipt:** Yes or No (all invoices/receipts are required showing all allocated & grant funds being spent)

**NOTE:** If you need more lines to complete the list of items or services, use **page 2** tab found at bottom of sheet (subtotal automatically carries over to page 1)

5. **Authorized Signature:** Required to submit closing paperwork
6. **Org Allocated Funds from "Project Budget" Submitted with Original Application:** This was organization's funds set aside to spend prior to spending Raibrook grant funds.
7. **Amount of Raibrook Grant Award:** Enter amount awarded from Raibrook  
**\*\*Excel does the rest of the calculations\*\***

## **What Happens Next?**

Once this form is complete, gather all receipts, invoices, bills, cancelled checks or credit card statements verifying paid in full and scan into **one file**. Attach the file in the **Upload** button at the bottom of your **Follow Up** or you may email the one file to us: [Julie@RaibrookFoundation.com](mailto:Julie@RaibrookFoundation.com).

**Remember!** You must spend your allocated funds before spending Raibrook grant funds. You must also provide receipts for the allocated fund plus the grant fund expenses. Raibrook will audit your receipts and documents and let you know if you need to refund unused grant funds.

**You do not have to complete your project to close. If you have proof of all expenses and payment, you can close your grant.**

**Need Assistance? 920.746.2995 or email us: [Julie@RaibrookFoundation.com](mailto:Julie@RaibrookFoundation.com)**