#### **Instructions for Completing Grant Agreement**

Print a complete copy of the agreement.

**Do not** make any corrections to the agreement. If there are any errors within the agreement, please contact your Grant Administrator.

## Page 1, Paragraph 1

- **DO NOT** fill in the date at the top of Page 1, this is for Administrator's use only
- Confirm that the agency legal name is correct

#### Page 2, Paragraph b

• Confirm the correct grant amount

# Paragraph 3

• Confirm the correct grant amount

## Page 9, Paragraph 28

- Confirm the agency legal name (This should match the exact name on file with the IRS for the FEIN #)
- Confirm the FEIN #

# Page 10, Paragraph 31

• Confirm the correct address for the agency

## Page 12, Signatures

- Sign the agreement TWICE. This must be signed by the same person:
  - o Once under Grantee
  - o Once under Grantee Certification
- Notarize the Certification signature with an ink stamp, not an impression

#### Page 13, Exhibit A

• Confirm the budget and line items

#### **Final Actions**

Scan the signed agreement and email it back to your Grant Administrator

A completed agreement will be returned to you by email.