**TEMPLATE**

**GRANT PROJECT SCOPE & SCHEDULE**

**PROJECT NAME**

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **GRANTEE ACTION ITEM** | **DISTRICT ACTION ITEM** | **SCHEDULE** |
| **Execute Agreement / Initial Payment**  | * Submit W-9 form, including Federal Tax ID number.
* Submit Certificates of insurance meeting the requirements of Attachment Two of this Agreement.
* Fully execute Mini-Grant Agreement (signed by both entities)
* Submit a signed invoice on Grantee letterhead for payment.
 | Pay Grantee the 50% of grant award after Grantee completes the action items specified in this Category (see items in the cell to the left). | Within three (3) weeks after the effective date of the Agreement. |
| **Task 1 – Name Task**  |  | Review progress status report |  |
| **Task 2 – Name Task**  |  | Review progress status report |  |
| **Task 3 – Name Task**  |  | Review progress status report |  |
| **Task 4 – Name Task** |  | Review progress status report |  |
| **Task 5 – Name Task**  |  | Review progress status report |  |
| **Task 6 – Report and Presentation** | Prepare and submit a written report that summarizes the following:1. Project Outcomes
2. Ongoing Monitoring/Maintenance (if applicable)
3. Provide Final Fact Sheet (w/photos)
4. Additional Information
 | * Review draft report and provide feedback, if any.
* Meet with Grantee to discuss report
* Schedule Board meeting for Grantee to present report and accomplishments to District Board.
* Pay Grantee remaining 50% of grant award
 | Within two years of the effective date of the Agreement |

\*Total Grant Amount paid by the District under the Agreement shall not exceed $5,000