**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