



Frequently Asked Questions About Active Grants

1 How do I request a no-cost extension?

The Endowment will allow grantees a one-time 90-day extension of a grant's end date without prior approval provided no additional funding is required and the grantee submits a request for the extension in writing to The Endowment 10 days prior to the end of the grant.

2. Our grant is about to end and we have unexpended funds, what do we do?

Unexpended funds occur when a grantee completes the work associated with a grant, but its final expenditure report shows a positive balance. Grantees should notify their Program Manager before the closing of the grant to discuss next steps.

3. Can we reallocate funds in our approved budget?

TCE will allow grantees up to 100 percent flexibility between the Personnel and Non-Personnel categories, and 100 percent line-item flexibility within those categories, without prior approval, except for changes to or additions of employee benefits or indirect costs or any capital expenditure, consultant cost or incentive. Changes to the preceding exceptions may be allowed, but only with prior written consent by TCE. Line-item flexibility notwithstanding, each grantee must use all funding provided in a TCE grant pursuant strictly to the outcomes listed in that grant agreement and are required to maintain adequate financial records of the grant-funded activity. TCE retains the right under its grant agreement, upon written notice, to audit grantee's books and records relating to grant expenditures.

4. My Program Officer and Program Associate are not with The Endowment anymore. Who do I call?

Grantees can contact Grants Administration at 1 (800) 449-4149 to obtain the name of their Program Manager and Program Assistant.

5. Can I still submit my reports on hardcopies via US Mail?

We encourage you to use our online system to submit your reports. However, if due to extenuating circumstances you are unable to submit electronically, we will accept your report in hardcopy.

6. Can my existing grant be renewed even though you are focusing on the Building Healthy Communities effort?



7. I need to make changes to our workplan or outcomes, who do I need to notify?

Grantees needing to change activities/outcomes in the workplan can notify their Program Manager. Program Managers will provide guidance on how to make the change.

8. Where can I get a copy of the narrative guidelines or the expenditure report template?

Please visit our Grantee Resources section for either of these documents.