

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:**
 - Once under Grantee
 - 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.