

Grant Renewal Checklist

This checklist was created to help you complete your grant renewal. Refer to the [Food & Friend Grant Guidelines](#) before proceeding. Please complete all items in the checklist.

Timeline: May 1-31, 2020 (Renewal must be completed during this timeframe)

Instructions:

A. Renewal

- In **WebTracker**: click on **Renewal Tab** and then on the date in the **Created Date** column
- **Warning:**
 - Do not enter **\$ sign** into any of the fields
 - Click **Save** at the end of each tab so that you don't lose what you have entered

Contact Details Tab

- Update contact info if there is a new program coordinator

Financial Information Tab

Program Details

- Fill in next year's number of Program Days/Week, Average # of Children/Clients Participating/Day and # of Weeks of Funding Requested

Card Balance

- Fill in the dollar amount of current grocery cards on hand

Program change notes:

Enter these changes, if applicable:

- Principal
- Office Administration
- Enrolment
- Type of program
- Voucher Product Cost if substantial (over \$200)

Sign Off and Submit Tab

Sign and Submit

- Type the name of the Principal or Executive Director
- Click on the drop-down menu to select their **title**
- Fill in the date
- Click on the drop-down menu to select response to all information is true and accurate

Contribution

- Click on the drop-down menu to select response to we have contributed to the program
- Fill in dollar amount of contribution

Understanding

- Click I understand
- Click *To PDF* at the top right to print off your grant renewal
- Have your Principal/Executive Director review and sign the PDF before submitting
- Click *Submit* (only after the PDF has been signed)
- Check that the renewal has been recorded in the *Submitted Tab*