

GRANT FOLDER CONTENTS

Library:

Grant Number:

1. Original application
2. Grant Agreement Standard Terms and Conditions
3. Signed copy of the Grant Acceptance Form
4. Signed copy of the Grant Agreement
5. Signed copies of the Certifications and Assurances
6. Documents pertaining to an amendment, as appropriate
7. Payment requests, completed
8. Interim and final reports, completed
9. Outstanding report and payment forms
10. Invoices
11. Payroll documentation (if applicable to the grant)
12. Travel documentation (if applicable to the grant)
13. Market analysis documentation
14. Bid process documentation
15. Promotional materials
16. Evaluation measures: statistics, surveys, etc.
17. Documentation of contacts with the State Library staff