

BCM TRANSOM GRANTEE REQUIREMENTS

BCM requires grant recipients to submit Quarterly Progress Reports and Budget vs. Actual Reports. Progress Reports help your organization and BCM track how the program is meeting its objectives and key tasks. The Budget vs. Actual Report compares the program's actual expenditures to the operating budget. Reports submitted after the first and second specified periods also serve as barometers of how your program is progressing and help determine whether adjustments or revisions need to be considered.

Requirements for each year of a BCM transom grant include:

<u>Report Type</u>	<u>Due Date</u>
Quarterly Progress Reports	Due 30 days following the close of the quarter.
Quarterly Budget vs. Actual Reports	Due 30 days following the close of the quarter. Final of every year requires a statement of certification by the CEO or CFO
Final Progress and Budget vs. Actual Reports for Entire Grant Term	Due 45 days following the close of the grant term. Final Budget vs. Actual Report includes a statement of certification by the CEO or CFO and Final Progress Report includes a one-page narrative executive summary.
Audited Year- End Financial Statement	Due 6 months following the close of the Grantee's fiscal year.
Unaudited Quarterly Financial Statement	Due 45 days following the close of the quarter.
Fidelity Bond	BCM may require grant recipients to obtain a Fidelity Bond covering all representatives who receive or handle grant funds. If the fidelity bond expires during the grant term, a new fidelity bond is required.
Site Visit by BCM Staff	One per year and documented by BCM staff.

Additional items may be required at the discretion of the Program Director.