

# BCM TRANSOM GRANTEE REQUIREMENTS

BCM requires grant recipients to submit Narrative Progress Reports and Budget vs. Actual Reports periodically. The Program Officer will decide the time period (quarterly or semiannually). Narrative 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:

<b><u>Report Type</u></b>	<b><u>Due Date</u></b>
Narrative 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 report of every year requires the signature of by the CEO or CFO as certification.
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 signature of the CEO or CFO as certification 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.
Fidelity Bond	BCM will 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.