ECIA
GRANT MANAGEMENT CHECKLIST
E-MAIL ALL COMMUNICATIONS, QUESTIONS, ETC TO: ECIAGRANTS@CI.RICHMOND.CA.US

ADVANCE PAYMENTS
• 50% - Initial advance upon request
• 35% - Additional advance given approval
• 15% - Reserved until program completion
(See Article II of the Grant Agreement)

INVOICING
• Must use grant invoice template
• Line items must match approved budget
• Itemization of direct costs
• All invoices must have a progress report
(See Article IV of the Grant Agreement)

SUPPORTING DOCUMENTS
• Daily work logs for stipends
• Payroll records for staff time
• Number of hours worked & rates
• Receipts/Paid Invoices (No Estimates)
• Submit all documents hard-copy
(See Article IV of the Grant Agreement)

REPORTING
• Submit a mid-year Progress Report
  ○ (July 1st - December 31st)
• Submit a Final Report
  ○ (January 1st - June 30th)
• Use Grant Report Templates
(See Article IV of the Grant Agreement)

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