

# Arizona Department of Veterans' Services

## Veterans' Donations Fund A.R.S. § 41-608



### Grant Recipient Expectations

#### Reporting Requirements

When an applicant receives a VDF Small or Large Grant, an Award Letter is sent announcing the award and outlining reporting requirements with specific timelines to include:

- The names and phone numbers of Grantee's organization staff who will perform and complete the service event, project or program submitted as a Microsoft Word document.
- Results of the event, program, or project to include quantitative and other details on achievement of the event, program, or project purpose and digital photos or other electronic media examples of results.
- Written report of expenditures to include:
  - Cost statement, which must show and compare actual expenditures to expenditures projected in the budget submitted with Grantee's proposal; and
  - Explanation for differences between projected and actual line item expenditure amounts.
- Grantee must provide or be ready and able to show to ADVS all original written receipts or other written and verifiable proofs of grant money expenditures that are acceptable to ADVS. (5) Grantee must return to ADVS all VDF Grant money awarded that is not expended for the event, program, or project purpose.

#### Grant Contract Amendments

- Any change in this VDF Grant (the Contract), including its Scope of Work, shall only be accomplished by a formal, written Contract Amendment, on a form provided by the Department and located here. (hyper link to form coming soon)
- An approved contract amendment must be signed and dated by ADVS. Any such amendment shall be within the scope of the Contract and shall specify the change; any increase or decrease in Contract amount and the effective date of the change.
- The VDF Grantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts and oral communications by or from any person, shall be used or construed as an amendment to the Contract.