

2009-2010 Reporting Procedures



ONE-TIME ALLOCATION GRANT REPORTS follow the same reporting procedure as a Full Term Grant, unless your funding was for a specific project. If funding was for a project, the final Quarterly Report is due the Quarter the project/program concludes, unless advised differently by the Manager of Grants & Services.

1. **QUARTERLY REPORTS** – One-Time Grant Allocations reports must be in the Office of the United Black Fund of Greater Cleveland Inc. on or before the by the scheduled dates shown below until the program and or project has been completed.

There are three reports in the Quarterly Reporting process:

- A. Financial Report
- B. Narrative Report & Service Statistical Report

Both reports must be received each quarter, together, and must be submitted on the forms provided by UBF, each quarter.

2. **DELINQUENT REPORTS** - An agency that is one month delinquent in submitting the required Quarterly Reports will not receive that quarter's allocation until the following quarter's disbursement are issued and they are in compliance.

If an agency become two or more reports behind, that agencies' grant will be suspended for the balance of the funding year.

<i>July 14, 2009</i>	<i>Grant Awards Meeting 1st Check Distribution</i>
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Reports Due in UBF Office	Disbursement Checks Mailed
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October 12, 2009

October 16, 2009

January 11, 2010

January 15, 2010

April 12, 2010

April 16, 2010

July 12, 2010

<i>2009-10 Fiscal Year Ends July 13, 2010</i>
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**NO DISBURSEMENTS WILL BE ISSUED AFTER JULY 13, 2010
CHECKS WILL BE CANCELLED AND NOT RE-ISSUED**