

UJA-Federation of NY Grant Financial Reporting Form Instructions

Items #1, #2, and #6- Agency Name, Grant Title and Grant Number- This information can be found in the grant award letter.

Item #3- Certification- Please include preparer's information as requested on the form. The certification must be acknowledged and completed by the Chief Executive Officer or Chief Financial Officer or the equivalent authority.

Item #4- Grants Form Type- Represents the various phases of the grants reporting cycle. You must select one of the options below, from the drop down menu, which pertains to the applicable phase of the grants cycle. Adjacent to the option selected in the drop down list is a parenthetical reference to the required column(s) to be completed in the financial reporting section. The form will not calculate totals and subtotals correctly without a selection in this field.

New Grant Proposal: This option pertains to funding requests for new programs that have not received UJA-Federation support in the past. Column D (projection) should be completed accordingly.

Mid-year Report: As the majority of grants awarded are on a fiscal year basis of July 1- June 30, the mid-year reporting period is July through December. Columns A and B should be completed accordingly.

Interim Grant Report: This option is used when grant payments are based upon reimbursement request, as detailed in the grant award letter. Columns A and B should be completed accordingly.

Grant Renewal: In addition to the required reporting of actual expenses incurred during a grant cycle (Columns A and B), a budget for the upcoming grant period is also mandatory. In this regard, Column D (projection) must be completed to disclose your budget for the forthcoming renewal request. The grant renewal cycle normally coincides with the mid-year January reporting cycle.

Final Report: This option is utilized to report the total actual expenses incurred for the entire grant period. Columns A and B should be completed accordingly.

Item #5- Select Grant Reporting Period- Represents the period of time (**portion of the full grant period**) covered by the report being submitted. By clicking on each of the month and year cells in the start and end dates, a drop down menu will appear for you to indicate the appropriate reporting timeframe.

Item #7- Grant Period Selection- There is a drop down list in columns A and D pertaining to the applicable **full** grant period currently being reported on. Please select the appropriate grant period. By selecting the full grant period for the budget in Column A, Columns B and C will be automatically completed.

Items #8 and #9- Direct Costs and Indirect Costs- You must report actual cumulative expenditures to date in Column B. If you received funds from sources **other** than UJA-Federation, all costs pertaining to those outside sources must be reported as well. The corresponding income from sources **other** than UJA-Federation should be itemized in item #10 of the form. List up to the eight (8) highest non-personnel direct costs in the space provided in item #8, then all other. Similarly, for indirect costs in item #9, list the five (5) highest, then all other.

Item #10- Income- You must include all sources of income, **other than from UJA-Federation**, which funds the program. Include government, private support, foundation and in-kind sources.

Item #11- UJA-Federation Grant Award- Indicate the **full** grant award from UJA-Federation for this grant in Column A. Indicate the requested grant award for renewals or new grants in Column D.

Item #12- Payments on This Grant to Date in USD- Include the total grant payments received from UJA-Federation during the applicable grant period prior to the current reporting period. **The amount must be in U.S. dollars.**

If you have any questions contact:

- Alex Bebeshko in our New York office at bebeshkoa@ujafedny.org or 212.836.1339
- Shimrit Shur in our Israel office at ShurS@ujafedny.org.il or 02-620-2053