

**The Village of indiantown Florida
Indiantown Trust Fund - Grant Agreement
Grant Preparation Checklist**

Grant Component	Status				
Important Dates To Remember	Yes	No	Pending	N/A	Notes
June 15 - Application Period Opening					
July 15 - Application Period End					
July 22 - Review of Applications					
August 5 - Final Application Review					
August 20 - Award Letters & Agreement Mailing					
September 1 - Distribution of Funds					

Additional Notes:

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Grant Component	Status				
Program Basics	Yes	No	Pending	N/A	Notes
Confirm non-profit status with village alongside project title and scope.					
Read core application and fill out necessary sections.					
Provide grant application (Exhibit "B") and provide project scope and timeline within.					
Ensure adequate internal controls to safeguard Grant.					
Ensure compliance with applicable federal, state, and local laws, rules, and regulations.					
Prepare to retain adequate records to fully document use of Grant funds for minimum 3 years.					
Prepare for Biannual Performance Reports for Grant period by October 30, 2020 and April 30, 2021.					