Training Facility Grant Paperwork Checklist

This checklist is for your use to submit quarterly grant documentation and keep track of your Training Facility Grant paperwork**.**

Quarter 1 (July- September)

☐Quarterly Progress Report

☐Quarterly Financial Report

- ☐Invoice or Receipt for each purchase reported
- ☐Proof of purchase for each item listed (copy of front/back of cleared check and/or bank/credit card statement.)
- ☐Any payments made to a contractor should include a signed copy of the contract or work agreement.

☐All documents emailed to FireGrants@kctcs.edu as a single .pdf document. **Due date 9/30.**

Quarter 2 (October- December)

☐Quarterly Progress Report

☐Quarterly Financial Report

- ☐Invoice or Receipt for each purchase reported
- ☐Proof of purchase for each item listed (copy of front/back of cleared check and/or bank/credit card statement.)
- ☐Any payments made to a contractor should include a signed copy of the contract or work agreement.

☐All documents emailed to FireGrants@kctcs.edu as a single .pdf document. **Due date 12/31.**

Quarter 3 (January - March)

☐Quarterly Progress Report

☐Quarterly Financial Report

  ☐Invoice or Receipt for each purchase reported

  ☐Proof of purchase for each item listed (copy of front/back of cleared check and/or bank/credit card statement.)

  ☐Any payments made to a contractor should include a signed copy of the contract or work agreement.

☐All documents emailed to FireGrants@kctcs.edu as a single .pdf document. **Due date 3/31.**

Quarter 4 (April - June)

☐Quarterly Progress Report

☐Quarterly Financial Report

  ☐Invoice or Receipt for each purchase reported.

  ☐Proof of purchase for each item listed (copy of front/back of cleared check and/or bank/credit statement.)

  ☐Any payments made to a contractor should include a signed copy of the contract or work agreement.

☐All documents emailed to FireGrants@kctcs.edu as a single .pdf document. **Due date 6/30.**