



## Next Steps Following Your Grant Award

Congratulations on your MetRec grant! To ensure a smooth and successful collaboration, please follow the next steps outlined below:

### 1. Review and Sign the Funding Agreement

You will receive the [Funding Agreement](#) via DocuSign that outlines the terms and conditions of your grant. Please review the document carefully. Once you have filled out and signed the agreement, DocuSign will email you a copy. Please download and keep it for your records.

### 2. Payment Request

Once we have received the signed Funding Agreement, you may submit your [Request for Payment Form](#) (Exhibit B) along with all required attachments. Funds will be distributed within 30 days of the Request for Payment being approved.

Multi-Year Grants: please see the section below for more information.

The form is available on our website [here](#), or you may request the form from MetRec's Admin Coordinator. Please email the form and all attachments to [admin@gcmetrec.com](mailto:admin@gcmetrec.com).

### 3. Grant Reporting

As part of the grant process, you are required to submit a final [Grant Project Completion Report](#) (Exhibit C). The report is due within 30 days of your project end date (as stated in your Funding Agreement). Please ensure that you keep detailed records of all expenditures and project activities, as these will be necessary for your reports.

Multi-Year Grants: please see the section below for more information.

The form is available on our website [here](#), or you may request the form from MetRec's Admin Coordinator. Please email the form and all attachments to [admin@gcmetrec.com](mailto:admin@gcmetrec.com).

## Optional: Grant Period Extension Request

If at any point you anticipate delays beyond your project end date, complete the [Grant Period Extension Request](#) (Exhibit D) and submit it as soon as possible. This request must be approved by MetRec's Board of Directors and is not guaranteed.

The form is available on our website [here](#), or you may request the form from MetRec's Admin Coordinator. Please email the form and all attachments to [admin@gcmetrec.com](mailto:admin@gcmetrec.com).

## Multi-Year Grants

Only one Funding Agreement will be required for the duration of your grant period. Please account for all three years when considering your project start and end dates.

The [Grant Project Completion Report](#) (Exhibit C) & [Request for Payment Form](#) (Exhibit B) are required each year. *To be considered for your second and third years of funding, the [Grant Project Completion Report](#) must be submitted annually.* Approval of annual multi-year funding requests are subject to annual appropriations.

## Communication and Support

We are here to support you throughout this process. Should you have any questions, need clarification, or require assistance, please do not hesitate to reach out to MetRec's Admin Coordinator, Chelsea Madden, at [admin@gcmetrec.com](mailto:admin@gcmetrec.com).