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| **This form must be completed and sent electronically to the North Carolina Department of Public Instruction at** **NCGrants@dpi.nc.gov****.** Each nongovernmental grantee receiving at least $25,000 must complete the basic information requested here relative to the organization, as well as the accounting for State funds received, used or expended, and a description of activities and accomplishments undertaken by the grantee with the State funds.  |
| 1. **Organization:**
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| Organization Name: |  |
| Tax Identification #: |  |
| Fiscal Year End: (mmddyyyy) |  |
| Mailing Address:  |  |
| Phone Number (area code + number): |  |
| Contact Person: |  |
| Contact Person Title: |  |
| E-Mail Address: |  |
| 1. **Preparer:** [please indicate who prepared this information by checking]
 | * Employee
 | * CPA/Accountant
 |
| Name of Preparer: |  |
| Phone Number: |  |
| 1. **Please provide a list of the Organization’s Board Members.** [add additional pages, if needed]
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| **Name of Board Member** | **Board Member Title** |
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| **GS 143C-6-23 and the North Carolina Administrative Code 09 NCAC 03M requires that every non-State entity that receives, uses, or expends any State funds shall have a Conflict of Interest Policy.**  |
| 1. What restrictions are placed upon the grant by the grant award document? If the grant award document does not identify specific restrictions, please identify the intended use of the grant funds as included in the award document.
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| Restrictions: |
| 1. Does the organization have a Conflict of Interest policy?
 |  | yes |  | no |
| 1. Is the organization a for profit entity?
 |  | yes |  | no |
| **GS 143C-6-23 and the North Carolina Administrative Code 09 NCAC 03M requires that every non-Governmental entity that receives, uses, or expends any State funds and then subgrants or pass any or part of those funds to another organization, then the grantee must also pass on the reporting requirements to the subgrantee.**  |
| 1. Did the organization subgrant or pass down any funds to another organization?
 |  | yes |  | no |
| If yes, answer the following: |  |
| a. Name of Subgrantee | b. Program Name | c. Amount of Subgrant |
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| 1. **Program Activities and Accomplishments:**
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| Recipient must complete and submit a separate Program Activities and Accomplishments Report, detailing the program name, the original goals of each program, and a brief narrative of program accomplishments for each funded program. This information is required of all recipients of state funding in an amount greater than or equal to $25,000. |