PCCD Grant Applicant Pre-Award Checklist

- Does your organization have:
  - Employer Identification Number (EIN)
  - Federal Unique Entity Identifier (UEI - can be found/created at www.sam.gov)
  - For nonprofit organizations - Articles of Incorporation, By-laws, and IRS determination of tax-exempt status, Board meeting minutes
  - An active checking account that can be used to receive and disburse grant funds
  - Written financial/accounting policies and procedures
  - Commonwealth of PA vendor account with ACH banking details established
  - Clear management structure

- You will need an accounting system capable of tracking all grant revenue and expenditures separately from all other revenue and expenditures

- You will need cash on hand to operate the program. Grant payments are made on a **reimbursement** basis.

- You will need policies and procedures in place adequately safeguard grant funds and support your reported expenditures. Examples include:
  - Time and effort reporting
  - Purchasing
  - Accounting/Financial Management: you must be able to support all reported expenditures with accounting system and source documentation (e.g. invoices).

- Does your organization have the capacity to implement the proposed project within the allowable timeframe?

- More detailed information regarding applicant requirements and recommendations can be found on the PCCD Grant Applicant Readiness Checklist.

- Additional grant guidance and resources can be found on our website at www.pccd.pa.gov within the Funding area.

Do you have questions?

- Questions may be submitted to PCCD's Grants Management email resource account at RA-PCCDGrantsMgmt@pa.gov.

*This is meant as a high-level overview of essential items that should be in place prior to applying for a grant. This is not an all-inclusive list of items that are or may be required.