

## ORIGIN OF FUNDS

The general grant funds awarded by the Alaska Humanities Forum originate from the National Endowment for the Humanities Grant CFDA #45129 SO-268707-20 unless another source is indicated in the grant award Letter of Agreement.

These funds are federal in origin and are therefore subject to Office of Management and Budget (OMB) circulars governing administrative requirements, allowable costs and audit requirements. It is the applicant's responsibility to become familiar with these requirements, which may be found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

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## GRANTEE FAILURE TO COMPLY WITH GRANT AGREEMENT

The Forum shall not withhold payments to grantees unless a grantee has failed to comply with the project objectives, the terms and conditions of the award, or Forum reporting requirements. If the project period closes without communication from the project director, the Grants Office will make three contact attempts using the contact information on file. If there is no response within two weeks of the third attempt, the grant project will close and any undisbursed funds will be re-awarded out to other grantees in the form of mini-grant funds.

Grantees who fail to deliver the grant product in a timely manner will be ineligible to re-apply for grant funds until the original grant product is complete and approved by the Forum. Failure to comply with the grant agreement rules and criteria (outlined in the grant proposal, guidelines, and Letter of Agreement) may be grounds for ineligibility for future grants from the Forum until the matter has been remedied. If the final project report is not completed and approved by the Forum, the Forum has discretion to not fund future proposals.

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## GRANT AWARD TERMINATION

Awards may be terminated in whole or in part only if: a recipient materially fails to comply with the terms and conditions of an award (see policy above); by the Forum with the consent of the recipient, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated; by the recipient upon sending the Forum written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated.

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## UNUSED GRANT FUNDS

Any unexpended balance of grant funds not used for the specific purpose set forth in the grant application will be returned to the Forum upon project completion or termination.

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## LOBBYING

Forum Grant funds will not be used for lobbying or propaganda efforts to influence legislation of any type.

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## INELIGIBLE APPLICANTS

Applicants that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities are not eligible for Forum grant funds.

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## COPYRIGHT

The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The Forum and NEH reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for organizational purposes, and to authorize others to do so. The Forum may charge a product requester a reasonable fee reflecting the cost incurred by the organization to produce the requested product. The award recipient shall use that property for the originally-authorized purpose, and the recipient shall not encumber the property without approval of the awarding agency.

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## DISBURSEMENT OF GRANT FUNDS

Grant funds will be disbursed according to the payment schedule outlined in the Letter of Agreement and award criteria and when a written request is received by the Forum, accompanied by a project update. Forum grant funds shall be deposited and maintained in insured accounts whenever possible.

The Grants Officer will process payment requests and confirm grantees are in compliance with the Letter of Agreement and award criteria. The Forum will disburse funds to grantees within 15 business days after receipt of the payment request, unless the request is improper.

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## TIMING OF GRANT PROJECT EXPENSES AND GRANT EXTENSIONS

Funding shall not be considered for projects or budgeted aspects of projects that have been completed prior to the execution of the grant award Letter of Agreement.

Grant awards are effective for the approved project period. If a project must be extended, a written request for extension must be submitted to the Forum for approval before the project end date in order to be eligible to receive the remaining grant funds.

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## FINANCIAL RECORDS

The budget plan is the financial expression of the project as approved during the award process. Grantees will keep accounting records including cost accounting records that are supported by source documentation and original receipts for three years after the project completion date. Grantee financial records should be kept in accordance to federal guidelines and may be subject to federal audit or audit by the Alaska Humanities.

Grant recipients are required to report any changes to or deviations from the grant budget and program plans, and must request approval in writing before any changes in expenditures occur.

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## CHANGE IN GRANT PROJECT SCOPE OR BUDGET

Recipients shall immediately notify the Forum of developments that have a significant impact on the award-supported activities. Also, notification shall be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation. Grantee will notify the Forum of any changes in writing before said changes occur. Significant changes to the grant project may be grounds for project cancellation.

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## THE FORUM IS NOT A SPONSORING ORGANIZATION

The Forum will not act as an umbrella organization (sponsoring organization) for any projects seeking a non-profit sponsor or tax deductible status for donations. The Forum will not act as a conduit for re-granting funds.

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## ARCHIVING GRANT PROJECT MATERIALS AND PRODUCTS

Grant program administrative files and products will be archived when all grants from the fiscal year are complete and the files are five years old. The Forum will distribute only copies of grant materials and products. Grantees with media projects must submit a copy of their final product for the Forum's archives in addition to the final report.