

Important Next Steps After Receiving a Grant



Congratulations on receiving a BuildUp Oregon (BUO) grant! To avoid any surprises and help you stay on track, here's what to expect during the first year and beyond.



Key Responsibilities

Keep your records. Save copies of invoices, receipts, and proof of payment for at least 10 years. You will need them for your Use of Funds Report, and you may be asked to provide them later.

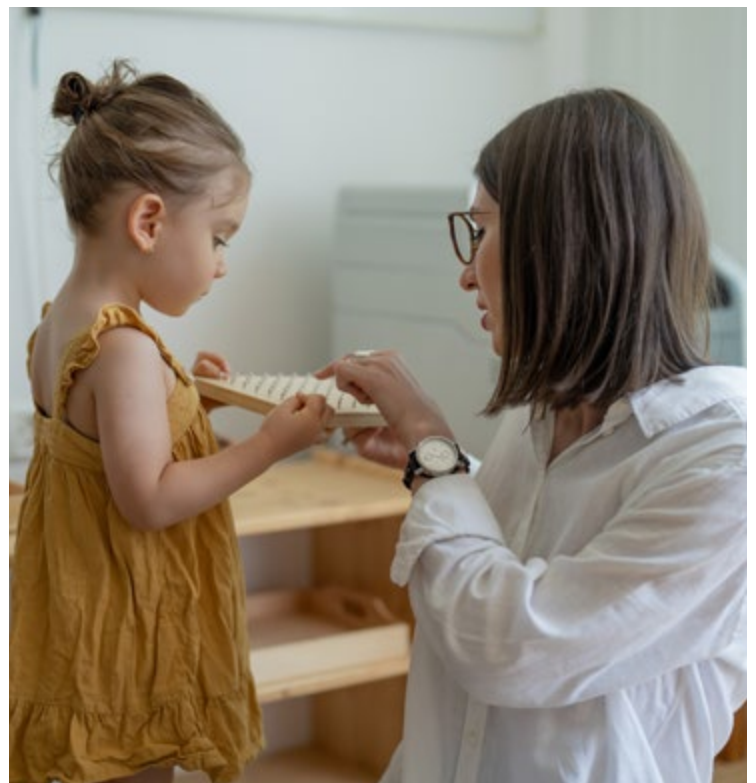
Stick to your budget. Funds must be used only for the expenses approved in your grant agreement. You may be asked to return all grant funds that are not spent within the year, or funds that are not spent as permitted.

Tell us about any changes. Let your Program Officer know 30 days ahead of time if you plan to move, close, or change your business name; need to deviate from the original budgets; or are experiencing other changes.

Reach out if anything serious happens. Contact us immediately if your business is facing legal issues, financial difficulties, or other events that could affect your project.

TIP:

Request a receipt of payment at the time of payment, so that you don't have to provide proof through bank statements. This saves steps and time later!



How to Use Your Grant Funds

- Use the funds only for expenses listed in your approved project budget. If you have excess funds or something in your budget changes, reach out to your Program Officer.
- Keep the funds in a separate account from other business or personal money.
- Spend the funds within 12 months of the grant's effective date (unless you've requested and received an extension).

Grant Monitoring Timeline

- **1 month** – Your Facilities Advisor checks in about the progress of your project.
- **3 months** – Fill out a **Progress Report**, sent via email. Your Program Officer will follow up with any questions.
- **6 months** – Fill out a **Use of Funds Report**, sent via email. This includes uploading paid invoices, receipts, and proof of payments.
- **9 months** – Fill out a **Progress Report**, sent via email.
- **12 months** – Fill out a **Use of Funds Report**, sent via email.
- **A year after project completion**, we will check in and collect data for an annual report, such as current enrollment, jobs created, and total project cost. The annual report collects key information from grantees focused on the impact of BUO funding since project completion.

We're in This Together

This funding is an investment in you, your early childhood education program, and your community. Your success helps demonstrate the vital impact of child care investment and keeps public funding flowing to projects like yours.

If you have any questions throughout the grant monitoring process, please contact your Program Officer. They are here to help you every step of the way.

NOTE:

If you are creating new Preschool for All (PFA) seats, then funding will be allocated to your project based on the number of PFA seats you intend to create. The Preschool and Early Learning Division will follow up with you separately to sign a Memorandum of Understanding (MOU) regarding this seat creation commitment. The PFA seat number included in the MOU will be the seat number that you submitted on your BuildUp Oregon application.

