

Important Requirements of BuildUp Oregon Grants



If you receive a grant award, it is important to know when and how you can spend grant funds. The timing of BuildUp Oregon's grant approval process, along with the funding requirements, will impact your planning and budgeting. Please refer to the BuildUp Oregon Program Guidelines for full details as you complete your required application materials.



Commitment to Preschool for All (PFA)

In addition to committing to a number of PFA seats, grant awardees must agree to PFA participation for a specified period of time. This can impact your lease terms with your landlord, or in the case of acquiring a building, require a Land Use Restriction Agreement (LURA) that preserves the site for PFA occupancy/child care. **Before funding can be awarded, you will need to show you have a lease in place or ownership of the site for the required number of years.** PFA service term agreements are determined by the amount of BuildUp Oregon funds provided to your project.

Grant Amount Awarded	Years of PFA Participation Required
\$50,000 and less	3 years
\$50,001 - \$250,000	5 years
\$250,001 - \$500,000	10 years
\$500,000 and greater	15 years

Timeline and Eligible Costs

Reviewing applications and approving grant awards take time. Please anticipate a minimum of 90 days from your first consultation with a BuildUp Oregon Program Officer before funds might be received. The overall timeline depends on the complexity of the project, as well as the prospective applicant's level of engagement throughout the process. If awarded, **grants must be used for pre-approved costs included in your application's Project Budget. These expenses must be incurred after you are approved for a grant.**

Spending undertaken and costs incurred prior to being approved for a grant are not considered eligible expenses and these costs cannot be reimbursed by grant funds. Adjustments to the Project Budget may be allowed after a grant is received if changes are approved in advance by BuildUp Oregon. Please see the Program Guidelines for all requirements.

What You Agree to If You Receive a Grant

If awarded funds, you will sign a Grant Agreement that outlines the specific terms and conditions you must follow. Some of these requirements include:

- Grant funds must be deposited in a separate account.
- Grant funds must be expended within a year of the grant agreement.
- PFA service term (number of years based on award amount) must be fulfilled.
- Status reports, progress reports, and final reports will prove use of funds.
- Accounting records related to grant expenditures must be kept for 10 years.
- Project information may be included in reports and media materials.
- Additional provisions, such as Full compliance with licensing regulations.

Keep Good Records

Because grant funds can only be spent on approved purchases incurred after you receive an award, **plan to keep good records, including copies of all receipts and invoices.**

You will be required to submit Use of Funds reports and proof of payment to demonstrate the requirements of the Grant Agreement are being met. Cash payments for project costs are not allowed.

BuildUp Oregon is required to monitor grant expenditures, project completion, and program openings. We will ask you to provide progress/status reports during construction or renovation and a final report when your project is completed.

Tax on Grant Income May Impact Your Project Budget

Grant awards are typically treated as taxable income but this will depend on your organization's tax filing status. BuildUp Oregon cannot advise on tax matters. Please consult your tax professional when developing your Project Budget to account for any potential tax implications that could impact your projected expenses.



We're Here to Help

Please reach out to your BuildUp Oregon Program Advisor if you have questions or need additional information.

