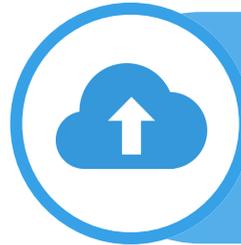




OSBM's grant manager will contact you: A grant manager will contact you to confirm contact information. Email NCGrants@osbm.nc.gov if you haven't heard from us or have questions. For grants *not* administered by OSBM, please contact the administering agency. Check the budget bill or OSBM's [directed grant database](#) if you are unsure.

Congratulations!
Your organization
received an OSBM-
administered grant
in the budget.
Now what?



Provide documents needed to process grant: Recipients must provide: W-9, electronic payment form, conflict of interest policy, statement of no overdue taxes, and scope of work. This allows OSBM to put the recipient in the state accounting and grants management systems.



Sign a grant contract: OSBM will create a contract spelling out how the grant funds are to be spent and recipient reporting requirements.



Payment is processed: After the grant contract is signed by both parties, OSBM asks the Office of the State Controller to make an electronic payment. Recipients should not co-mingle grant funds with the organization's other funds.



Reporting: Recipients must report to OSBM about their grant-funded activities. You must submit a [Quarterly Performance Report](#), and expenses and interest earned. Some recipients may have audit requirements as well. This information will be covered in the grant contract.