



## APPENDIX 3 – PAYMENT AND REPORTING SCHEDULE

<b><u>Activity</u></b>	<b><u>Timeline / Deadline</u></b>
3 Year Grant Cycle Begins <ul style="list-style-type: none"> <li>• Return signed conditional grant agreement, and receive first 50% accountable advance</li> </ul>	April 1, 2017
Work on Year 1 Activities	April 1, 2017 – March 31, 2018
Submit Year 1 Grant Report	March 31, 2018 ( <i>deadline</i> )
Submit Invoice for next 30% advance <ul style="list-style-type: none"> <li>• Ensure the following criteria have been met:               <ul style="list-style-type: none"> <li>○ the initial 50% advance has been fully spent</li> <li>○ the date is after April 1, 2018</li> <li>○ the Year 1 Grant Report has been submitted</li> </ul> </li> </ul>	after April 1, 2018
Work on Year 2 Activities	April 1, 2018 – March 31, 2019
Submit Year 2 Grant Report	March 31, 2019 ( <i>deadline</i> )
Work on Year 3 Activities	April 1, 2019 – March 31, 2020
Submit Final Year Grant Report	March 31, 2020 ( <i>deadline</i> )
Submit Invoice for final 20% holdback <ul style="list-style-type: none"> <li>• Ensure the following criteria have been met:               <ul style="list-style-type: none"> <li>○ The project is complete</li> <li>○ the 30% advance has been fully spent</li> <li>○ the date is after April 1, 2018</li> <li>○ all required Grant Reports have been submitted</li> </ul> </li> </ul>	after April 1, 2018

### Reporting Notes:

The Final Year Grant Report must always be submitted at the end of a project. For example:

- If the project completes after one year, only the Final Year Grant Report is required.
- If the project completes after two years, only the Year 1 and Final Year Grant Reports are required.

If your project completes halfway through a fiscal year, you do not need to wait until March 31<sup>st</sup> to submit the applicable Grant Report.