

Project Lead Grant Responsibilities and Affirmation

Funder	
Funding Opportunity	
Project Lead	
Date of Award	
Award Amount	
Project Start and End Date	

As Project Lead, please affirm the following:

- I have received the following documents and will abide by the requirements in those documents:
 1. Grant Agreement
 2. Approved Budget
 3. Submitted Application
- I have reviewed the SCC Grants Webpage <https://www.southwesterncc.edu/institutional-development/institutional-advancement> and understand documents and resources available to me. (Please feel free to respond to the Grants Office with any questions).
- In addition to fulfilling my duties of the grant agreement, I will complete all required reports by the Funder by the due date. (The Grants Office will assist as needed).
- I am responsible for organizing and running all grant meetings for the project and attending any meeting requested by the Funder.
- I will utilize the Budget Codes provided by the Business Office for this project. Please verify with the Business Office that you have the budget codes you need.
- I have been provided a Google Expense Sheet that can help me track funds that are spent, per Budget Code.
- I will maintain meticulous records of grant activities and expenditures for the purposes of reporting and financial audits.
- I agree to spend grant funds according to the approved budget. However, if I see that the budget needs modification, I will contact the Grants Office before overspending on a particular budget category so that the Grants Office can request a Budget Modification from the Funder.

The Grants Department is here to help, should you have any questions. Please sign below that you agree to the above statements and to your duties and responsibilities as Project Lead.

Signature: Project Lead

Date