



# Checklist for Grantees

Congratulations on your grant award! Please use this checklist throughout the grant period to ensure you avoid any delays in funding. Requirements are marked with a red asterisk. Other items are strongly recommended.

Please direct any questions or concerns to Stefon Danczuk: [sdanczuk@preservationct.org](mailto:sdanczuk@preservationct.org)

If you need any assistance navigating the Grants Portal, which we share with Connecticut Humanities, there are [tutorials at this link](#). Note that follow up forms are in the left-hand panel, as well as under your grant under “Action Needed.”

## **Accepting Your Award:**

- **\*Set Up BILL for Digital Payment:** For instruction on registering with BILL, [click here](#) (please note, while the first 4 steps are for general setup, step 5 is specific to Connecticut Humanities and you will instead have to reach out to Jordan Sorensen ([jsorensen@preservationct.org](mailto:jsorensen@preservationct.org)) for PCT’s Payment Network ID). If you have not previously connected to PCT through BILL, we will also send an invitation to connect via email to your Grant Administrator (as listed in your application). If you have previously received funds from PCT through BILL, please confirm that the information in Bill is still accurate.
- **\*Grant Contract:** Sign and submit your grant contract in the Grants Portal, located in the left-hand panel. Before completing the form, go to the “Documents” tab and click on the blue file name for the Grant Contract to download a copy of the agreement in Word. Once your Authorized Signatory has signed the grant contract, upload the signed contract into the follow up form in the portal, then click “Submit Follow Up.”

## **Publicizing Your Award:**

- **\*Acknowledge Funding:** Use the PCT and The 1772 Foundation logo or a credit line on your printed materials, signage, and other forms of promotion. Logos will be provided by email.



- **\*Notify Your State Legislators:** For sample letters of appreciation and recommendations for reaching out to your legislators, please contact Jordan Sorensen ([jsorensen@preservationct.org](mailto:jsorensen@preservationct.org)).
- **\*Press Release:** Exact language for press releases can be found in the grant contract.

**During Your Grant Period:**

- **\*Notification of Project Changes:** If any significant changes are made to the project scope, project budget, extensions to grant period, or key project personnel PCT asks that notification is made via email to [sdanczuk@preservationct.org](mailto:sdanczuk@preservationct.org).

**End of Grant Period:**

- **\*Submit Your Final Report:** Complete and submit your final report in the Grants Portal located in the left-hand panel. The final report can be previewed at any point during the grant period and includes both narrative questions and documentation.