



Rising STARS Support Grant closing guidelines 2016-2017

Revised 4/13/17

You must submit two documents to your STARS Specialist:

- Your completed and signed original Rising STARS Support Grant Request,
- Your completed and signed “Approved Budget and Final Expense Report”, completed, signed and dated at the bottom of page 2.

Both of these documents were mailed to you with your grant agreement.

What do I do with the Rising STARS Support Grant Request?

To complete the Grant Request for closing, enter your actual spending amounts in the “**Total Purchase Amount” column for each line item on all pages. Total each major category (Equipment & Supplies/Materials, Professional Development, etc.) and write these amounts on the “Rising STARS Support Grant Request Summary” page in the “**Total Purchase Amount” column for each category.

Double check your math to make sure your amounts are correct.

Sign and date the “Rising STARS Support Grant Request Summary” page in the Final Submission box. Electronic signature is acceptable.

What do I do with the Approved Budget and Final Expense Report?

To complete the Final Expense Report, enter your actual spending amounts (from your completed Grant Request) in the “Amount Spent During Period” column. Note any unspent funds in the “Unspent Funds” column.

Double check your math to make sure your amounts are correct.

If you purchased something other than what you originally requested, you must submit justification for the budget revision to your STARS Specialist for approval.

Sign and date the Final Expense Report on page 2. Electronic signature is acceptable.

While you are expected to spend your entire grant award, if, due to extenuating circumstances, you spend less than your grant award, you are required to return the unspent funds to SERK with your closing paperwork. Write a check for the unspent amount. Include your MPI number and grant type on the check.

Do I submit receipts?

And here’s the best part: No, don’t send in your receipts/paid invoices! However, you must keep them on file for documentation if you are selected for on-site monitoring visit.

How do I submit my paperwork?

- **Email to your STARS Specialist**
- or Fax: 267-765-2397, to your STARS Specialist’s attention