

The Florida Bar Foundation
Grantee Carryover Policy for General Support and Specific Purpose Grants
August 2010

It is generally recommended that nonprofits establish a carryover of grant funds amounting to around four months worth of its normal monthly operating expenses.

The Florida Bar Foundation (FBF) wishes to encourage, support and enable its grantees to comply with such recommendations by allowing grantees to retain funds from general support grants to have funds available for emergency purposes and assist programs in stabilizing client services at least temporarily during periods of funding decreases, particularly due to fluctuation of IOTA income. Each general support grantee is authorized and encouraged to carry over from FBF general support funds up to four months worth of grantee's average monthly expenditure amount which is attributable to the FBF general support grant. The maximum amount of FBF general support funds which may be carried over from any one year shall not exceed 25% of grantee's FBF current general support grant, with the aggregate of FBF general support grant carryover funds never to exceed four months worth of current operating expenses attributable to FBF general support funds.

Grantees shall indicate in their general support application the amount it intends to carryover from funds being requested. Each general support grantee shall report in its annual report (SAR) the amount of carryover funds expended during the year covered by the report, the amount of funds carried over from the grant year covered by its SAR, and the aggregate amount carried over for all previous years as of the end of the year covered by the SAR report.

Example of Application of the Above Policy as to General Support Funding:

FBF General Support Grant	\$600,000
Other Program Funds	\$1,800,000
Total Program Operating Budget	\$2,400,000
Monthly Program Operating Budget	\$200,000
Monthly Amount Attributable to FBF General Support Grant	\$50,000
Maximum FBF Aggregate Carryover Amount based upon a four month figure	\$200,000
Maximum FBF Carryover from any one year	\$150,000

As to specific purpose grants (such as Children's Legal Services, Affordable Housing, Salary Supplementation, etc.) any carryover at the end of a grant year shall be reported to the Foundation in the final report for the grant period. As to any carryover of \$1,000 or more derived from a specific purpose grant, the amount exceeding \$1,000 shall be returned to the Foundation unless the Foundation has approved in writing a written request and plan for its use and retention as requested and submitted by grantee at the time its final grant report is submitted.

In any event the use of any FBF carryover grant funds, general support or special purpose, by a grantee shall be restricted to the uses of such funds as authorized by the grant from which the carryover was derived.

This policy is effective commencing with grants awarded during the Foundation's 2009-10 fiscal year and supersedes previous carryover policies.

Adopted August 20, 2010

U:\wp\grants\lap\policies\Carryover_Adopted_2010_Aug.doc