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## **Grant Program Carryover/Unspent Funds Policy**

### **Purpose**

The purpose of this policy is to outline the procedures and requirements for the return of funds unspent by a grantee at the end of a grant period. This ensures effective use of resources and compliance with funding agreements.

### **Policy Statement**

FFLA grantees are required to monitor their expenditures closely, and should maintain ongoing communication with FFLA regarding any anticipated unspent funds throughout the grant period.

At the conclusion of the grant period, any unspent funds over \$25,000 or 10% of the grant amount, whichever is less, must be returned to FFLA unless a written request is submitted by grantee no later than 20 days after the conclusion of the grant period and approved in writing by FFLA thereafter.

### **Definitions**

- **Unspent Funds:** Any portion of the grant award that remains unused at the end of the grant period.
- **Grant Carryover Request:** A written request to retain unspent funds for use in a subsequent grant period.

### **Conditions for Carryover Request**

Grantees must adhere to the following criteria regarding unspent funds:

#### **1. Threshold for Action:**

At the conclusion of the grant period, any unspent funds over \$25,000 or 10% of the grant amount, whichever is less, must be returned to FFLA unless a written request is

submitted by grantee no later than 20 days after the conclusion of the grant period and approved in writing by FFLA thereafter.

## **2. Use of Unspent Funds**

Restrictions that apply to the original grant funds apply to any funds permitted to be carried over by a grantee. For instance, IOTA funds carried over shall be spent in accordance with the IOTA Rule and FFLA's objective standards applicable to such funds.

## **3. Submission Requirements:**

- A carryover request must include:
  - A detailed explanation of why the funds were unspent.
  - A plan for extending the grant for which unspent funds remain, detailing: the proposed use of the carryover funds , including line items and dollar amounts; the expected performance metrics to be achieved (i.e., clients served, results achieved, cases closed, etc.); and a proposed timeline for use of unspent funds.
  - Any relevant supporting documentation, if requested by FFLA (i.e., budget worksheet, staffing worksheet, etc.).

## **4. Submission Timeline:**

- Carryover requests must be submitted within 20 days of the last day of the grant period.

## **5. Approval Process:**

- FFLA will review carryover requests and provide a written decision within 30 days of receipt.

## **Return of Unspent Funds**

If the conditions for a carryover request are not met, or if the request is not approved, the grantee must return the unspent funds to FFLA within 20 days of written notification.

## **Compliance**

Failure to comply with this policy may affect the grantee's eligibility for future funding.

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