Mini Grant Next Steps
OREGON GEAR UP 2024-2025

POST-MINI GRANT SUMMARY (GRANT RECIPIENT/APPLICANT)

After mini grant funds have been fully expensed, the Oregon GEAR UP Central Office will follow up with a Post-Mini Grant Summary. This summary is essential for federal reporting and will collect important data, including:

- Number of students served
- Service hours provided
- Staff served and their hours
- Outcomes achieved
- Cost share contributions: The US Department of Education requires a 1:1 match for all GEAR UP funds. **While we are not passing this obligation on to schools for the mini grants**, the Central Office is still required to match these funds dollar for dollar. To help us with that, we ask that you provide the following information, so that we can capture as much cost share as possible: off-contract staff time, volunteer hours, and any materials & supplies or professional services that were donated or paid for with non-federal funds
- Successes of the project

In the Post-Mini Grant Summary, you are encouraged to share additional resources, photos of the mini grant in action, and any other information that would benefit the Oregon GEAR UP Community. This documentation not only highlights the impact of your project but also supports ongoing funding and program development.

RECEIVING MINI GRANT FUNDS (BUSINESS MANAGERS/ADMINISTRATORS)

Funds for this mini grant will be disbursed on a cost-reimbursement basis, which is standard for all GEAR UP grant funding. Please ensure that all finalized spending, including items received and services rendered, occurs on or before **August 31, 2025**. Additionally, all fiscal records must be retained for five years after the final annual financial report is submitted for the GEAR UP grant, as outlined in OAR 166-475-0060 (8).

REIMBURSEMENT PROCESS

1. **Expenditures Report**
   a. For any expenses related to the mini grant, add them to Oregon GEAR UP's Expenditures Report as you normally would for reimbursements.
   b. Use the specific activity code assigned to this mini grant to help track expenditures. This information will be sent from Central Office via email.
2. **Completing the Expenditures Report**
   a. When completing the Expenditures Report, ensure the above activity code is used to clearly identify related expenses.
   b. Follow all current processes and procedures for reimbursements.
3. **Guidance Resources**
   a. For guidance on completing and submitting a reimbursement, refer to the Fiscal Guide located in the Coordinator Manual.
   b. You can also watch the recorded training from September (Recorded presentation, PDF of presentation).