Organizing your GAP Grants
Each fiscal year should have its own folder

3 Divider Classification Folders – 8 spaces total

Label 1: Application
Narrative, original work-plan, original budget, federal application forms

Label 2: FY___ Grant Agreement – Year ___
Signed award document and any subsequent amendments for same fiscal year

Label 3: FY___ Work-plan

Label 4: FY___ Budget
Excel budget, EPA budget, invoices, receipts, drawdowns

Label 5: Reports to EPA
Quarterly reports, financial reports, Disadvantage Business Enterprise reports

Label 6: Reports to Council
Progress updates to council

Label 7: Communication with EPA
E-mails or letters from EPA project officer, grant specialists, finance office, etc.

Label 8: Deliverables
Meeting agendas, brochures, newsletters, fliers, data, training certificates, etc

2 Divider Classification Folders – 6 spaces total

Label 1: GAP Application / Communication with EPA
Full application w/ revisions (top). Communication with EPA (bottom).

Label 2: FY___ Grant Agreement
Signed award document and any subsequent amendments for same fiscal year

Label 3: FY___ Work-plan
Approved work-plan and subsequent revisions

Label 4: Budget / Drawdowns / Invoices and receipts
Budget on top with receipts and drawdowns on the bottom

Label 5: Deliverables
Meeting agendas, brochures, newsletters, fliers, data, training certificates, etc

Label 6: FY___ Reports
Quarterly reports, financial reports, DBE reports, reports to tribal council