

Responsibilities of Preservation Grant Recipients

North Carolina Preservation Consortium

Institutions awarded a preservation grant from the North Carolina Preservation Consortium must comply with the follow responsibilities;

1. Financial Management System

Have a sound financial management system that records separately the receipt and disbursement of grant funds and that monitors the expenditure of these funds against the approved budget.

2. Conduct

The recipient has full responsibility for the conduct of project activities under the NCPC grant and for informing NCPC during the course of the award of any significant programmatic, administrative, or financial problems that have arisen. The recipient is responsible for notifying NCPC about any allegation of misconduct if the allegation involves NCPC grants or an application for NCPC grants.

3. Documentation

In accepting an award, the recipient assumes the legal responsibility of administering the award in accordance with these requirements and of maintaining documentation, which is subject to audit, of all actions and expenditures affecting the award. Failure to comply with the requirements of this award may result in suspension or termination of the award and repayment of award funds.

4. Project Plan

Carry out tasks in accordance with the project plan provided in the approved application, and ensure that any significant changes in key project personnel, project scope or design, or arrangements to contract out project activities are submitted to NCPC in advance for review and approval.

5. Publicity

All announcements, publications, and exhibits resulting from or pertaining to the preservation project shall contain an acknowledgment of grant support from the North Carolina Preservation Consortium. The institution will collaborate with NCPC on press releases and other publicity.

6. Legal Compliance

Ensure that all project activities are in compliance with policies and procedures of your institution and parent organization, as well as all local, state, and federal regulations and statutes.

7. Refunds

Return to NCPC any funds not expended on the approved project.

8. Project Report

Submit a final report describing outcomes of the project; work completed as planned, problems encountered, and lessons learned. Include a final budget with actual costs and copies of receipts. The final report must be submitted to NCPC no later than one year after the grant award.

I agree to the terms of these *Responsibilities of Preservation Grant Recipients* and understand that failure to comply in whole or in part may result in the suspension and/or refund of grant awards to the North Carolina Preservation Consortium.

Name (please print) Date

Signature Date

Title Date

Name of Institution