



## **Responsibilities of Disaster Relief Grant Recipients**

Institutions awarded a Disaster Relief Grant from the North Carolina Preservation Consortium (NCPC) and North Carolina Museum Council (NCMC) 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/NCMC grant and for informing NCPC/NCMC during the course of the award of any significant programmatic, administrative, or financial problems that have arisen. The recipient is responsible for notifying NCPC/NCMC about any allegation of misconduct if the allegation involves NCPC/NCMC grants or an application for NCPC/NCMC 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/NCMC in advance for review and approval.

### **5. Publicity**

All announcements, publications, and exhibits resulting from or pertaining to the

preservation/collections management project shall contain an acknowledgment of grant support from the North Carolina Preservation Consortium and the North Carolina Museum Council. The institution will collaborate with NCPC/NCMC on press releases and other publicity.

The institution agrees to submit a short news article for publication in *NC Preserves*, the NCPC quarterly electronic newsletter. This article will also be shared with NCMC for publication. The article will be between 500-800 words and include at least one photograph.

**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/NCMC 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/NCMC no later than July 31, 2021.

**I agree to the terms of these *Responsibilities of Hurricane Relief Support 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 and North Carolina Museum Council.**

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Name (please print) Date

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Signature Date

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Title / Name of Institution Date