

## Grant Recipient Information

### **What paperwork will I need to submit if I receive a grant from KFW?**

Upon receiving a grant, successful applicants will be asked to complete and return a *Grant Acceptance Agreement* and a *W-9 form*, as grant awards are taxable (see below). Grantees are also asked to complete and return a *Final Report* to KFW one year after receipt of funding. Because KFW is interested in knowing grant results and learning about grantees' experience with the funding process, the Final Report is an important part of KFW's grantmaking process. If you have received a previous grant from KFW, please make sure your Final Report is on file. In addition, KFW staff has found it helpful for both our grantees and for the foundation to have a **midpoint check-in** with grantees. Grant recipients will be asked to check in with KFW staff by phone or email midway through the grant period.

### **If I am awarded partial funding, can I choose how to spend the money, or is it designated?**

You may spend it as you choose. When you submit your grant acceptance agreement, KFW asks you to include a revised budget and a set of revised goals and objectives to reflect the funding amount. This is also important in the final report, so that it is clear what portion of the original project you were able to accomplish.

### **When will the funds be available?**

For AMA grants, no later than June 30th. For AE grants, no later than December 30th.

### **A note about filing taxes:**

If you receive a grant you will be asked to complete a W-9 IRS Form. KFW is required to report the amount of grant funds awarded to the IRS. KFW does not withhold taxes from your grant award, but does report it as income to the IRS. Grant recipients are responsible for including information concerning these funds on their personal income tax statement.